

TOWN OF WILBRAHAM



2013 TOWN REPORT

**WILBRAHAM'S 250TH CELEBRATORY
ANNIVERSARY YEAR!**

TOWN OF WILBRAHAM



2013 ANNUAL TOWN REPORT

MARKING THE TOWN'S 250TH YEAR

**THE ANNUAL TOWN REPORT IS AVAILABLE IN A DIGITAL
FORMAT AT WWW.WILBRAHAM-MA.GOV OR UPON RE-
QUEST.**

**PLEASE DIRECT YOUR REQUEST TO THE
SELECTMEN'S OFFICE
240 SPRINGFIELD STREET
WILBRAHAM, MA 01095
(413) 596-2800x101**

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Photo Courtesy of
Turley Publications

WILBRAHAM FACTS

Settled: 1731

Incorporated: 1763

Population: 14,644

Area: 22 Square Miles

Mileage of Public Ways:

County: Hampden County

Bound by: Hampden, Monson,
Palmer, Ludlow, Springfield & East
Longmeadow

Registered Voters: 10,108

Dwellings: 5508

Taxable Valuation: \$19.66

Moody's Bond Rating: AA2

Form of Government: Open Meeting,
Board of Selectmen & Town Adminis-
trator

History: Town of Wilbraham was for-
mally a locale known as the *Outward
Commons*, which was a part of the City
of Springfield.

AREA CHURCHES

Christ the King (Lutheran)

758 Main Street; 596-3045

**Church of the Epiphany
(Episcopal)**

20 Highland Avenue; 596-6080

**Evangel Assembly of God
(Pentecostal)**

348 Stony Hill Road; 599-1729

**Grace Union Church
(Congregational)**

10 Chapel Street; 596-4397

New Life Community Church

4 Stony Hill Road; 543-3529

St. Cecilia Church (Catholic)

42 Main Street; 596-4327

**Wilbraham United Church
(Congregational Methodist)**

500 Main Street; 596-2511

AREA MEDICAL FACILITIES

**Wilbraham Medical Center-Wing
Memorial**

2344 Boston Road; 596-3455

Urgent Care of Wilbraham

2040 Boston Road; 242-6615

Wilbraham Riverbend Medical

70 Poston Office Park, Ste. 7006
598-7770

Palmer Medical Center

40 Wright Street, Palmer, Ma
284-5400

Wing Memorial Hospital

40 Wright Street, Palmer, MA
284-5285

Mercy Medical Center

233 Carew Street, Springfield, MA
733-2444

Bay State Medical Center

471 Chestnut Street, Springfield, Ma
794-8336

WILBRAHAM: SOCIAL MEDIA & THE NET

www.wilbraham-ma.gov



WILBRAHAM 2013 NOTABLES

IN MEMORIAM

Richard P. Bardwell
Senior Center Van Driver
1936-2013

Takvor S. Melikian
Economic Development Advisory Cmte.
1930-2013

Tracy A. Rice
Election Worker
1944-2013

Margaret E. Barone
Wilbraham Athenaeum Society
1930-2013

Dr. Walter J. Pacosa
Advisor to the Board of Health
& Historic Commission
1924-2013

Elaine J. Scott
Commission on Disability
1936-2013

Rev. Robert G. Bruns
Council on Aging
1921-2013

Jean D. Rauscher
Former HWRSD School Teacher
1926-2013

Kathryn A. Selvia
Finance Committee
1943-2013

Theodore W. Gebeau, Sr.
Wilbraham Athenaeum Society
1925-2013

Mark F. Soukup, Sr.
Council on Aging
1935-2013

Stephen Los
1942-2013
Wilbraham Police Officer

William Turnberg
Wilbraham Water Department
1941-2013

Joseph R. Matthews
Wilbraham Democratic Town Committee
1933-2013



COMMENDATIONS & APPRECIATION

In 2013, the Board of Selectmen was pleased to honor the following residents for their outstanding achievements, or service to the community of Wilbraham:

Dr. Michael Margolis

Appreciation for the lasting contributions to improve the quality of life of Wilbraham residents

Luke R. Douglass

Boys Scout Troop 359, recognition for achieving Eagle Rank

Phil Hammer

Gratitude for his selfless commitment & many contributions to Wilbraham serving as a Cemetery Commissioner

250th Anniversary Committee Members

Appreciation for their dedication, hard work & community spirit that was the hallmark of Wilbraham's 250th Anniversary

David Barry
Virginia Barry
Mary Bell
Charles Bennett
Roberta Albano
Patty Diotalevi
Jean Dirico
Berneice Dixon

Richard Eisold
Dolores Gravel
Thomas Laware, Jr.
Jack Lutrell
Kevin Moriarty
Pat O'Connor
Wendy O'Rourke
Helene Pickett

Jim Wilkinson
Don Williams
Gary Petzold
Nancy Haryasz
Charles Higgins
Steve Dinola
Diane Testa

EMPLOYEE SERVICE RECOGNITIONS

Twenty Years of Service

Karen Demers, Director, Public Library
Nancy Johnson, Assistant Town Accountant
Plt. Thomas Korzec, Police Officer.
Cpt. William Manseau, Firefighter
Plt. Lawrence Rich, III, Police Officer

Thirty Years of Service

Edmond Miga, Jr., Town Engineer/Director, DPW

RETIREMENTS

Captain Raymond Kallaugher, Police Officer

NEW EMPLOYEES IN 2013

Anthony Aube, Executive Director, Wilbraham Public Access TV
David Diogo, Police Officer
Deborah Brennan, Clerk, Assessor's Office
Sheileen Carlotta, Clerk, Building Dept.
Caitlyn Poulin, Library Page, Wilbraham Public Library
Gary Petzold, Sealer of Weights & Measures
Edward White, Electrical Inspector

DIRECTORS/DEPARTMENT DIRECTORY

DIRECTOR	DEPARTMENT	PHONE NUMBER
JoAnne DeGray, Town Accountant	Accounting	596-2800x210
	Ambulance, Non-emergency business	596-2273
Manuel Silva, Principal Assessor	Assessors	596-2800x209
	Board of Appeals (Zoning)	596-2800x203
Lorri McCool, Health Inspector Lee Giglietti, Public Health Nurse	Board of Health o Health Inspector o Public Health Nurse	596-2800 X101 596-8657
Lance Trevallion, Bldg. Inspector/Zoning Officer	Building Department o Appointments (Plumbing & Gas) o Inspection Appointments (Electrical) o Facilities & Maintenance	596-2800x204 x228 X229 x120
Ronald Rauscher, Facilities & Maintenance Supervisor	Conservation	596-2800x204
Michael Masely, Animal Control Officer	Dog Officer (Animal Control)	599-1253
Edmond W. Miga, Jr., Town Engineer William Sperrazza, Superintendent of Operations	Department of Public Works, Engineering	596-2800x208
Francis W. Nothe, Fire Chief	Fire Department, Non-Emergency Business	596-3122
Herta Dane, Human Resource Coordinator	Human Resources	596-2800x100
Nathan DeLong, IT Director	IT Department	596-2800x115
Karen Demers, Library Director	Library	596-6141
	Parking Department	596-2800x101
Bryan Litz, Parks & Recreation Director	Parks & Recreation Department o Coach Information	596-2816 596-2402
John Pearsall, Planning Director	Planning & Community Development	596-2800x203
Roger Tucker, Police Chief Thomas Cortis, Central Dispatch Supervisor	Police Department, Non-Emergency Business	596-3837
Anthony Aube, Public Access TV Director	Public Access Television	599-0940
Robert A. Weitz, Town Administrator	Selectmen/Town Administrator	596-2800x222
Paula Dubord, Director of Elder Affairs	Senior Center	596-8379
Thomas P. Sullivan, Asst. Town Administrator/ Collector/Treasurer	Tax Collector/Treasurer	596-2800 (x206; x207)
Beverly Litchfield, Town Clerk	Town Clerk	596-2800x200
	Trash Bags & Recycling	596-2800x206
William Sperrazza, Temporary Tree Warden David Graziano, Tree Warden	Tree Warden Services	596-2800x208 413-246-7345
Richard Prochnow, Veterans' Affairs Agent	Veterans Services	596-8657
Michael Framarin, Supt. of Water Dept.	Water & Sewer	596-2826



Photo courtesy of Melissa Graves

DID YOU KNOW?

**Wilbraham Public Access has
Videos on Demand! You can watch
Wilbraham events & Committee/Board meetings at
<http://www.wilbraham-ma.gov/index.aspx?NID=529>**

APPOINTED POSITIONS/BOARDS/COMMITTEES 2013

250th Anniversary Planning Committee

David Barry	Dec. 2013
Virginia Barry	Dec. 2013
Mary Bell	Dec. 2013
Charles Bennett	Dec. 2013
Roberta Albano	Dec. 2013
Patty Diotalevi	Dec. 2013
Jean Dirico	Dec. 2013
Berneice Dixon	Dec. 2013
Richard Eisold	Dec. 2013
Dolores Gravel	Dec. 2013
Thomas Laware Jr.	Dec. 2013
Jack Lutrell	Dec. 2013
Kevin Moriarty	Dec. 2013
Pat O'Connor	Dec. 2013
Wendy O'Rourke	Dec. 2013
Helene Pickett	Dec. 2013
Jim Wilkinson	Dec. 2013
Don Williams	Dec. 2013
Gary Petzold	Dec. 2013
Nancy Haryasz	Dec. 2013
Chuck Higgins	Dec. 2013
Diane Testa	Dec. 2013
Steve Dinioa	Dec. 2013

ADA Coordinator

Lance Trevallion	June 2014
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Advisor to the Board of Health

Dr. Walter Pascoa (deceased)	January 2013
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VACANCY

Advisory Board of Health

Francis Barbaro	June 2014
Kristine Clark (resigned)	2013
Catherine Jurgens	June 2014
Thomas G Magill	June 2014
Loralee Nelson	June 2014
Tim O'Neil	June 2014

VACANCY

Agricultural Commission

Rob Anderson	June 2015
Maura Lessard	May 2014
Robert Matthews	May 2013
VACANCY	June 2015
Judy VanRaalte	May 2014
Edna Colcord (resigned)	2013

Alternate Building Inspector

William Garvey (resigned)	2013
Paul Tacy	June 2014

Alternate Burial Agent

Carole Tardif	May 2015
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Alternate Dog Officer

Rosemarie Masley	June 2014
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Alternate Electrical Inspector

Scot Mansfield	June 2014
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Alternate Plumbing & Gas Inspector

Dennis Chaffee	June 2014
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Ambulance Oversight Committee

Paula Chevrier	June 2015
Claudia Considine	May 2014
Thomas Hurley	June 2015
John T. Leibel	May 2013
John Rigney	June 2016

Animal Control Officer/Dog Officer

Michael Masley	June 2014
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Animal Inspector

Dorsie R. Kovacs	April, 2014
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Assistant Director of Parks & Recreation Dept.

Jared Pabis	
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Assistant Town Accountant

Nancy Johnson	June 2014
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Assistant Assessor

Manuel D. Silva	May 2014
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Assistant Town Clerk

Carole Tardif	May 2015
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Assistant Town Collector

Janet Costa	
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Assistant Town Engineer/Director of Dept. of Public Works

Tonya Basch	
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Assistant Town Treasurer

Lynne Frederick	indefinite
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Board of Appeals

H. Clark Abbott	June 2015
Mark J. Albano	June 2016
Edward E. Kivari	June 2015

Board of Appeals ASSOCIATE

Betsy Johnsen	June 2015
Charles A. Pelouze	May 2014

Board of Fire Commissioners

Ralph Guyer	July 2014
Gary Petzold	June 2015
Edward T. Rigney Jr	June 2016

Board of Registrars

Jean M. DiRico	June 2016
Donna Fountain	May 2014
Thomas W. Mango	June 2015

APPOINTED POSITIONS/BOARDS/COMMITTEES 2013

Broadband Advisory Committee

Anthony Aube	June 2014
Will Caruana	June 2014
Nathan DeLong	June 2014
Tom Newton	June 2014
Felix Zayas	June 2013
VACANCY	

Building Committee (Fire Station)

David Bourcier	completion
Francis Nothe	completion
Robert L. Quintinc	completion
Ronald Rauscher	completion
Edward T. Rigney Jr.	completion
Lance Trevallion	completion

Building Inspector/Zoning Officer

Lance Trevallion	May 2014
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Burial Agent

Beverly Litchfield	June 2015
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Cable TV Advisory Committee

Daniel F. Cochran	June 2016
Linda K. Fuller	June 2016
Daniel Kelley	June 2016
Thomas G. Magill	June 2016
George Reich	June 2016
VACANCY	
VACANCY	

Capital Planning Committee

John Guzzo	October 2015
Nicholas P. Manolakis	June 2016
Michael A Mazzuca	June 2015
Robert Quintin	June 2016
John L. Strandberg	May 2014
Roger Fontaine, Jr. (resigned)	2013

Commission on Disabilities

Diane DaSilva	May 2014
Margarita Dennis-Wurm	June 2016
R. Steven Fraton	June 2015
Barbara Harrington	Oct 2015
M. Ben Hogan	May 2014
Earl Way	June 2016
Edward E. White	June 2016
Elaine Scott (deceased)	2013
Barbara Venneri (resigned)	2013
VACANCY	
VACANCY	

Central Dispatch Supervisor

Thomas Cortis

Community Preservation Committee

Michelle Emirzian	June 2015
Brian Fitzgerald	May 2013
Frederic Fuller	June 2016
Robert T. Kelliher Jr	July 2015
Peter Manolakis	May 2014
Dave Proto	June 2015
Stoughton L. Smead	May 2013
Jeffrey Smith	October 2013
Stanley J. Soja	May 2014

Conservation Commission

Christopher J. Brown	June 2016
Paul Ekness	June 2015
Robert McMaster	May 2014
Thomas R. Reavey	June 2015
George Reich	June 2015
James Roberts	May 2014
Stoughton L. Smead	June 2016
Karen Leigh (resigned)	2013

Constable

David J. Goodrich, Sr.	June 2014
Ed Lennon	June 2014

Council on Aging

M. Trant Campbell	June 2015
Theresa Munn	May 2014
Ellen O'Brien	May 2014
Robert Page	June 2015
Giles Turcotte	June 2016
Marie Valentine	May 2014
Diane Weston	June 2016

Pastoral Advisor on the Council on Aging

Panteleimon Klostri	June 2014
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Deputy Sealer of Weights & Measures

VACANCY

Director of Elder Affairs

Paula Dubord

Director of Information Technology

Nathan DeLong

Director of Planning & Community Development

John Pearsall

Director of DPW/Town Engineer

Edmond W. Miga, Jr.	May 2015
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Director of Parks & Recreation Department

Bryan Litz	Sept. 2016
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Director of Wilbraham Public Library

Karen Demers

APPOINTED POSITIONS/BOARDS/COMMITTEES 2013

Electrical Inspector

Paul Shepardson (resigned) 2013
Edward White June 2014

Emergency Management Director

Francis W. Nothe June 2014

Executive Director of Wilbraham Public Access TV

Anthony Aube

Fair Housing Committee

James Barrett May 2010
VACANCY
VACANCY

Fence Viewer

Francis C. Barbaro June 2014
VACANCY

Finance Committee

Susan Bunnell June 2015
Walter Damon July 2014
John Guzzo June 2015
Michael Mannix Dec 2014
Nicholas P. Manolakis Aug. 2015
Daniel Miles June 2016
Nancy Piccin June 2016
Anthony J. Scibelli June 2016
Terri Strandberg July 2014
Roger Fontaine, Jr. (resigned) 2013

Fire Chief

Francis W. Nothe May 2014

Forest Warden

Francis W. Nothe June 2014

Health Inspector

Lorri McCool June 2014

Historical Commission

Carol M. Albano June 2016
Walter Clark May 2014
Martha Damon Aug 2014
Robert T. Kelliher Jr. May 2014
Patrick O. Kiernan June 2016
Lucy Pelland June 2015
Arthur Wolf Aug 2015

Library Renovations Building Committee

Christine Bergquist May 2013
George Fountaine May 2013
James Jurgens May 2013
Llewellyn Merrick May 2013
Janet Shea May 2013
Lance Trevallion May 2013

Local Emergency Planning Committee

Anthony Aube June 2014
Robert J. Boilard June 2014
Ed Cenedella June 2014
Thomas Cortis June 2014
Ralph Guyer June 2014
Lorri McCool June 2014
Edmond J. Miga June 2014
Terry Nelson June 2014
Francis Nothe June 2014
David R Pasquini June 2014
Robert A Rucszek June 2014
Stoughton L Smead June 2014
Roger W. Tucker June 2014
Robert A. Weitz June 2014
VACANCY (police)
VACANCY (senior)
VACANCY (fire)

MRHS Building Committee

Robert W. Russell

Open Space and Recreation Committee

Joseph Calabrese June 2016
Catherine Callaghan June 2015
Margaret E Connell June 2016
Walter H Damon June 2015
Judith Epstein June 2015
Brian Fitzgerald Aug 2015
Steve Lawson May 2014
Charles Phillips June 2016
Tracey Plantier Feb 2014
Jonathan Taylor June 2015
Judith Theocles May 2014
Murray Watnick June 2016
Raymond Burke (resigned) 2013
James M. Mauer (resigned) 2013

Parking Clerk

Candace Ouillette Gaumond June 2014

Personnel Board

Mark Brannigan May 2014
Joseph Kelly May 2014
Paul D. Lemieux June 2016
Joan D. Paris June 2015
Delmar J. Ubersax June 2016

Pest Control Officer

David Graziano June 2014

Planning Board Associate

Tracey Plantier June 2014

APPOINTED POSITIONS/BOARDS/COMMITTEES 2013

Playground and Recreation Commission

Mark Jones	May 2014
David Patterson	June 2015
Marian E. Poe-Heineman	Feb 2016
William Scatolini	June 2016
Patricia Silk	June 2015
Stanley J Soja	May 2014
Jonathan Stogner	May 2014

Plumbing & Gas Inspector

Bernard Sears	June 2014
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Police Chief

Roger W. Tucker	May 2015
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Pre-disaster Mitigation Plan Committee

Francis Nothe

Public Access TV Committee

Sandra Belcastro	June 2014
Edward J. Chapman	June 2014
Linda K Fuller	June 2014
Kurt Moore	June 2014
Dulce Nowak	June 2014
Mary Ripley	June 2014
Roy L. Scott	June 2014

PVPC Alternate Commissioner

Dean Stroshine	June 2013
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PVPC Joint Transportation Board

Tonya Basch	June 2014
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PVTA Advisory Board

Paula Dubord	indefinite
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Representative to Greater Springfield Senior Services

Peter Schmidt	indefinite
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Scantic Valley Health Trust

Thomas Sullivan	June 2014
Robert A. Weitz (alternate)	June 2014

Sealer of Weights & Measures

Gary Petzold	June 2014
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Senior Center Building Needs Committee

Norma Banderia
Charles Bennett
Trant Campbell
Paula Dubord
Daniel Fitzgerald
Roger Fontaine
Bill Garvey
Betsy Johnsen
Dennis Lopata
Wayne Phaneuf
Fr. Joseph Soranno

Sewer Advisory Board

Joseph R Kakley	June 2015
Frank Pychewicz	May 2014
VACANCY	
VACANCY	
VACANCY	

Solid Waste Advisory Committee

Kevin Dorsey	June 2014
Russell Garrison	June 2014
VACANCY	
VACANCY	

Stormwater Committee

Tonya Basch	June 2014
Dena Grochmal	June 2014
John Pearsall	June 2014
William Sperrazza	June 2014
Lance Trevallion	June 2014

Superintendent of Operations, DPW

William Sperrazza	indefinite
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Superintendent of Water Division, DPW

Michael Framarin	indefinite
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Supervisor of Facilities & Ground Maintenance

Ronald Rauscher	indefinite
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Tax Title Custodian

Thomas Sullivan	June 2014
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Town Accountant

JoAnne DeGray	June 2015
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Town Administrator

Robert A. Weitz	June 2016
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Town Archivist

Timothy Symington	indefinite
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Town Counsel

Michael T. Hassett	June 2014
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Treasurer/Town Collector

Thomas P. Sullivan	indefinite
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Traffic Safety Team

Tonya Basch	indefinite
Robert J. Boilard	indefinite
Edmond J. Miga	indefinite
John Pearsall	indefinite
William Sperrazza	indefinite
Roger W. Tucker	indefinite
Robert A. Weitz	indefinite

APPOINTED POSITIONS/BOARDS/COMMITTEES 2013

Veterans' Agent

Richard Prochnow April 2013

Veterans' Graves Officer

William H. Garvey June 2016

Wilbraham Cultural Council

Susan Adams	June 2016
Deborah Alm	May 2014
Martha Damon	May 2014
Margaret F. Kelliher	June 2015
Jean Stone	June 2016
Janet Vitkus	May 2014
Janet Wise	May 2014
VACANCY	

ELECTED OFFICIALS 2013

(*DENOTES CHAIR)

Assessor

Roger J. Roberge, II	2016
John M. Wesolowski	2014
Lawrence G. LaBarbera	2015*

Board of Selectman

James E. Thompson	2014*
Robert W. Russell	2015
Robert J. Boilard	2016

Cemetery Commission

William J. Bickley, Jr. (resigned)	2013
Wilfred R. Renaud Jr.	2014
Donald Bourcier	2015*
VACANCY	2016

Field Driver

John J. Garvey	2013
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Housing Authority

Alcinda W. Peret	2017
Judy L. Cezeaux	2016
Ann Turcotte	2018
Peter N. Manolakis	2015
Angel L. Reyes (state appointed)	2013

Library Trustee

Jean Canosa-Albano	2015
Raymond Burk	2015
Sarah Lloyd	2013
James S. Jurgens	2016*
Linda F. Moriarty	2014
Llewelyn Merrick (resigned)	2013
VACANCY	

Measurer of Wood and Charcoal

William H. Garvey (resigned)	2013
VACANCY	

Moderator

George L. Reich	2015
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Planning Board

Adam Basch	2014
Richard E. Butler	2015*
David A. Sanders	2017
Jeffrey A. Smith	2018
Frederic W. Fuller III	2016

Poundkeeper

Michael H Masley	2013
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Hampden-Wilbraham Regional School Committee

Michelle P. Emirzian	2015
Peter T. Salerno	2014*
Marc E. Ducey	2015
Michael A. Mazzuca	2016
D. John McCarthy	2014

Surveyor of Lumber

Edward P. Lindsay Jr	2013
William H. Garvey	2013

Town Clerk

Beverly J. Litchfield	2015
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Tree Warden

David A. Graziano	2016
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Water Commissioner

Thomas D. Pilarcik	2014
James B. Dunbar	2015*
Mary E. McCarthy	2016
Alan Burch (resigned)	2013

Weigher of Grain

VACANCY

POLITICAL TOWN COMMITTEES 2013

DEMOCRATIC TOWN COMMITTEE

Todd Luzi, Chairman
Gilles Turcotte, Secretary
Dana Lee Luzi, Treasurer

Beverly Litchfield
Anne Turcotte
Joseph C. Falzone
Mark F. Jones
Lisa A. Jones
Madeline Q. Flanagan
James E. Thompson
Gale D. Candaras
Arthur D. Wolf
Thomas W. Mango
David W. Barry
Virginia F. Barry
Daniel J. Driscoll
Jean Canosa Albano
Daniel Fernandes
Michael Rustin

Carole Tardiff
Edward E. Kivari, Jr.
Patricia Nordstrom

Lifetime Members

John Fitzgerald
Barbara Kirby
Joseph Matthews
Kevin Moriarty



REPUBLICAN TOWN COMMITTEE

George Reich, Chairman
David Sanders, Vice Chair
Michael W. Dane, Secretary
D. John McCarthy, Treasurer

Catherine Labine
Robert J. Boilard
Barbara Bourcier
Donald Bourcier
James Dunbar
Elsie Dunbar
Richard Howell
James Jurgens
Lawrence LaBarbera
Richard Labine
Peter Manolakis
Mary McCarthy
Deborah Reavey
Thomas Reavey
Constance Sattler

Janet Shea
Anthony J. Vecchio
John Wesolowski
Carol Colitti
Elizabeth Sallade
Federick Sallade
Tanja Olson
Michael Mazzuca
David Ortendahl

Associate Members

Peter Ablondi
Marc Ducey
Eileen Deane
Ann Marie Kibbe
Cheryl Malandrinos
Joyce McComb
Patrick McComb
Peter Salerno
Roy L. Scott
David Graziano

FEDERAL & STATE DELEGATION

U.S. SENATOR

Elizabeth Warren (D)
2400 John F. Kennedy Bldg.
15 New Sudbury St.
Boston, Ma 02203
1-617-565-3170

317 Hart Senate Office Bldg.
Washington, D. C. 20510
1-202-224-4543

1550 Main St., Ste. 406
Springfield, Ma 01103
Phone: 413-788-2690

U.S. SENATOR

Edward J. Markey (D)
10 Causeway Street, Suite 559
Boston, MA 02222
Phone: 1-617-565-8519

218 Senate Russell Office Bldg.
Second Floor
Washington, D. C. 20510
Phone: 1-202-224-2742

U.S. Representative 2nd Congressional District

Richard E. Neal (D)
300 State Street, Suite 200
Springfield, Ma 01105
413-785-0325

2208 Rayburn House Off. Bldg.
Washington, D. C. 20515
1-202-225-5601

GOVERNOR

Deval L. Patrick (D)
State House, Room 280
Boston, Ma 02133
1-888-870-7770
1-617-725-4005
Spfld: 413-784-1200
Washington: 1-202-628-7713
goffice@state.ma.us

SEC. OF STATE

William Francis Galvin
1 Ashburton Pl., Rm. 1611
Boston, Ma 02108
1-617-727-7030
cis@sec.state.ma.us

Western District Office
436 Dwight St., Rm. 102
Springfield, Ma 01103
413-784-1376

ATTORNEY GENERAL

Martha Coakley
1 Ashburton Place
Boston, Ma 02108
1-617-722-2200

1350 Main Street, 4th Floor
Springfield, Ma 01103
413-784-1240

STATE TREASURER

Steve Grossman
State House, Room 227
Boston, Ma 02133
1-617-367-6900

STATE AUDITOR

Suzanne Bump
State House, Room 230
Boston, MA 02133
1-617-727-2075

Chicopee Regional Office
521 East Street
Chicopee, Ma 01020
413-784-1169

STATE SENATOR

1st Hampden District
Gale D. Candaras (D)
17 Main Street
Wilbraham, Ma 01095
413-599-4785

State House, Room 309
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STATE REPRESENTATIVE

12th Hampden District
Angelo J. Puppola, Jr. (D)
2341 Boston Rd., Ste. 204
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ADMINISTRATION

TOWN MODERATOR

Wilbraham Town Meeting

Wilbraham has an Open Town Meeting form of government. This form of government is the purest form of direct democracy. Town Meeting is considered a legislative body. During the meeting, each voter is a legislator. At the Meeting, voters will be asked to approve Town budgets; capital expenditures; zoning changes; Town by-law changes; compensation for employees and elected officials; Town acquisition or disposition of land; and more. "Open" Town Meeting means that all Wilbraham registered voters are eligible to participate and vote.

Each year, Wilbraham must conduct an Annual Town Meeting. Town By-laws require that this Meeting be scheduled by the Selectman during April through June time frame. Recent tradition has been to hold the Meeting the Monday prior to Town Elections which are held on the third Saturday of May.

The Selectman may call a Special Town Meeting at any time. Special Town Meetings are called as needed if waiting until the next Annual Meeting is not a desired option.

Town Meetings are televised and rebroadcast, at various times, by the Wilbraham Public Access channel.

The Warrant:

The Warrant is basically the agenda for Town Meeting. It contains a number of Articles which set the framework for motions that will be made at Town Meeting. The articles themselves are not necessarily the motions that will be made at Town Meeting. The Board of Selectman are responsible for: determining the appropriate articles and preparing the Warrant; obtaining legal opinion on the validity of proposed articles; gathering input from Town staff and boards; and distribution of the Warrant.

Any ten (10) voters have the right to petition the Board of Selectman to put an article on the Annual Town Meeting Warrant. This number increases to one hundred (100) for inclusion in a Special Town Meeting; and two hundred (200) to petition the Board to call a Special Town Meeting. The deadline

for submitting a citizen's petition for a Warrant article to be included in the Annual Town Meeting is February 1 if the article entails a monetary impact. If the petitioned Warrant article has no monetary value then the deadline March 1. Citizen petitioners should contact the Selectman or Town Administrator or Town Clerk as early as possible for guidance. The Selectmen retain the right to reject any Citizen's Petition Article which might not be legally appropriate.

Town Meeting "Cast"

Registered Wilbraham Voters – Each voter is a legislator at Town Meeting. They are full participants in budgeting; allocating funds; and law making. Upon checking in to the Meeting, voters will be given a voting card, which they will hold up (either for or against a motion) when the vote is called by the Moderator. Non-voters may attend the Meeting but may not vote; and may address the Meeting only with permission, (traditionally this permission is presumed for Town Staff.)

Town Moderator – The Town Moderator is elected for a three (3) year term during Town Elections. The Moderator presides over Town Meeting and is responsible for its conduct, consistent with Town By-laws and Massachusetts General Laws; and parliamentary procedures as defined in **Town Meeting Time** (a handbook of parliamentary law published by the Massachusetts Moderators Association.) Massachusetts General Laws grant the Moderator broad authority to accept parliamentary motions, regulate debate and rule speakers in or out of order. A primary role of the Moderator is to ensure that motions (or amendments to motions) remain within the scope of the Article published in the Warrant.

Board of Selectman – As noted above, the Selectman prepare the Warrant. Traditionally, they present the motions associated with most Articles, (generally zoning article motions are made by the Planning Board and Citizen Petition Article motions are made by the petitioners.) However, any voter may make the motion for an Article. The Selectmen may present

recommendations or explanations of Articles.

Town Clerk – The Town Clerk is an elected official responsible for maintaining Town records. During Town Meeting, the Town Clerk checks in voters; and records votes and actions taken at Town Meeting. If the elected Moderator is not present at the start of the Meeting, the Town Clerk will conduct the Meeting until the Town Meeting voters elect a temporary Moderator.

Finance Committee - The Finance Committee is appointed by the Board of Selectmen. They have the authority to make recommendations on all Warrant Articles. They are deeply involved with the budgeting process and make a detailed explanation of the proposed budget at Town Meeting. Their budget recommendation is included in The Warrant. While the Finance Committee is charged with making recommendations on all Articles, traditionally the Committee has referred recommendations on zoning articles to the Planning Board.

Town Counsel – Town Counsel attends Town Meeting to provide legal opinions on proposed actions being considered. During the Meeting, the Moderator may consult with Counsel prior to issuing a ruling, if the Moderator is in doubt about the legality of that ruling.

Boards, Committees and Staff – Depending on the Article, Town Boards, Committees or Staff may be called on to make presentations or provide explanations on various Articles.

Town Meeting Procedures:

The Town Moderator is the elected official who is responsible for conducting Town Meeting. The Moderator's authority and duties are defined in Massachusetts General Laws (Part I, Title VII, Chapter 39); and the Town of Wilbraham By-Laws. Furthermore, the Town by-laws specifically state that "in all matters not specifically provided for in law or by the By-laws of the Town of Wilbraham, the Moderator shall be guided by the principles and rules

(Continued on page 12)

(Continued from page 11)

of practice contained in the work entitled "Town Meeting Time, A Handbook of Parliamentary Law..." This book is published by the Massachusetts Moderators Association and is used by most Town Moderators in Massachusetts.

The quorum for a Town Meeting in Wilbraham is fifty (50) voters. The Town Clerk will inform the Moderator once a quorum is present. The Meeting will be called to order, and after opening procedures have been completed, the Warrant Articles will be taken up. Articles will be taken up in the order prescribed by the Warrant. Generally, only Consent Agenda Items (description follows) or inter-dependent Articles will be taken out of order.

As mentioned earlier, the Article itself is not the Motion. However, the Motion associated with an Article must be within the scope of that Article as presented in the Warrant. A "reasonable" voter who has read the Article should not be surprised by the content of the Motion. Motions that expand upon the Article or materially change it will be ruled out of order by the Moderator. Any voter may make a Motion related to the Article being taken up. However, traditionally the Selectmen have made most motions. Once there is a Motion and a second, the proponents of the Article may make a presentation to Town Meeting. These proponents may be Town Officials (elected, appointed or staff) or individual voters (or their representatives), especially for a Citizen's Petition Article. In order to provide a balanced Meeting, the Moderator will permit opponents to make formal (projector) presentations, as well. However, the Moderator expects to be notified of both pro and con presentations, and to approve their content and duration, in advance. After the presentations, Town Voters may ask questions or argue in support or opposition to the Motion. Any voter wishing to speak, should line up at one of the microphones in the aisles. Once they are recognized by the Moderator, they should state their name and address. Town Employees need not provide their address, but they should let Town Meeting know whether or not they are a Wilbraham voter. Speakers and presenters are encouraged to be brief, to the point and avoid repetition. Debate is encouraged; but personal attacks are not. Please argue the content of the Motion, not the merits of those presenting their view points. As long as there are voters lining

up to speak, Wilbraham by-laws do not allow the Moderator to cut off debate until five (5) voters have spoken on both sides of the issue. If there are less than five (5) voters speaking for one side, debate may be cut off after the five (5) voters have spoken on the other side.

The Consent Agenda is a series of Articles which are voted in a single Motion and Vote. The Selectmen, with input from the Moderator, Town Counsel and the Finance Committee identify Articles which they feel will generate no controversy or debate. These often tend to be "housekeeping" type Articles. After the Consent Agenda Motions are read, the Moderator will announce the Article Numbers which are included. If any voter wishes to discuss an Article, he or she should shout "hold" as the Article number is announced by the Moderator. This Article will be removed from the Consent Agenda and moved and discussed in its normal position in the Warrant.

Any voter may offer an amendment to an Article. However, like the main motion, the amendment must not go beyond the scope of Article that was published in the Warrant. A voter may also offer an amendment to an amendment. An amendment requires a simple majority vote to pass, regardless of the quantum of vote required for the original motion. If the amendment passes, the original motion is replaced by the amended motion. The vote is then held on this amended motion and the required quantum of vote returns to that of the original motion.

Town Meeting voting is generally done by voters holding up their voting card. When voters check in, their voter registration will be confirmed. Then they will be given a colored card which they will hold up when asked for their vote. Different types of Motions require different quanta of votes to pass. Most Motions require a simple majority. If the vote were tied, a Motion would fail. A lesser number requires a two thirds (2/3) vote, (by-law and zoning Articles are the most common in this group.) Finally, in rare occasions the requirement may call for a four fifths (4/5) or nine tenths (9/10) majority vote to pass. For votes that require a simple majority or two thirds, the Moderator may declare the results based upon observation. If any seven (7) voters stand to challenge the Moderators declaration of vote, a count will be made by the election tellers. For those Articles which require a four fifths or nine tenths majority, a count must be taken unless the vote is

unanimous.

As a registered voter, the Moderator is entitled to vote. However, the Moderator will only vote if a count has been made, and the Moderators vote affect the result.

Adjournment:

Town Meeting shall not be adjourned until all Warrant Articles have been dealt with.

Respectfully submitted by:
Town Moderator
George Reich

**The following quote is attributed to
Reginald Brown, Boxborough Town
Moderator 1977 -2005.**

**"We were all friends and neighbors
before this meeting; after this meeting
we will still be neighbors; hopefully,
we will still be friends".**

TOWN CLERK

ANNUAL TOWN MEETING MAY 13, 2013

Attendance

Precinct A:

Precinct B:

Precinct C:

Precinct D:

Total -----

In accordance with the Warrant, as posted, the inhabitants of the Town of Wilbraham, qualified to vote in Town affairs, met in Minnechaug Regional High School on Monday, May 13, 2013. At 7:10PM Moderator, George Reich noted a quorum was present and called the meeting to order. The Moderator welcomed all and commenced with a brief history of town meeting and how he became the Moderator. He also noted that along with this being his first official town meeting as Moderator it was the first town meeting being held in the new high school. Moderator Reich extended his thanks to former Moderator Scibelli for his helpful support and commenced explaining the process to be followed concerning the "Consent Agenda" articles. This was followed by the recognition of those that had passed on during the past year. A moment of silence was held in their honor. The Pledge of Allegiance was then recited followed by Town Clerk Beverly J. Litchfield reading the call of the meeting.

The articles included in the consent agenda were then read, one at a time. The Consent Articles were 1, 2, 33, 34, 35, 36, 37, 38, and 39. Each article is listed separately in these minutes and marked with an asterisk.

*Articles listed on the Consent Agenda are considered to be routine and will be acted on using an expedited procedure. Questions or concerns from the floor regarding any Consent Agenda article will result in that article's removal from the Consent Agenda for action under regular procedures.

ARTICLE 1. Choosing Miscellaneous Officials (consent agenda). Passing by unanimous vote that the following persons be elected to the indicated offices for the ensuing year:

- ◆ Poundkeeper—Michael H. Masley

- ◆ Surveyors of Lumber -Edward P. Lindsay Jr. & William H. Garvey
- ◆ Measurers of Wood and Charcoal- William H. Garvey
- ◆ Field Drivers—John J. Garvey

ARTICLE 2. Hearing Reports (consent agenda). Passing by unanimous vote that the town accept the reports of all officers and committees as printed in the Annual Town Report.

ARTICLE 3. Funding Transfers FY 2013. Finance Committee Recommends.

Pursuant to Section 33B of Chapter 44 of the General Laws, passing by a majority vote that the Town transfer the sum of \$35,000 from previously appropriated but unexpended funds in the FY'2013 Budget #194 Group Insurance to the following FY'2013 budgets:

#220-Fire Department Salaries: \$20,000

#220 Fire Department Expenses: \$6,000

#420 Highway Department Expense:
\$9,000

ARTICLE 4. Ambulance Fund transfer. Finance Committee Recommends.

Passing by unanimous vote to appropriate \$15,000 from Receipts reserved for Appropriation for Ambulance to the FY'2013 Ambulance Budget to cover overtime.

ARTICLE 5. Parliamentary procedures. Finance Committee Recommends.

Passing by unanimous vote that the Town adopt special parliamentary procedures for the purpose of implementing the provisions of Chapter 580 of the Acts of 1980 (Proposition 2½), as amended, and as set forth in a document entitled "Article 5, Exhibit A," on file with the Town Clerk.

ARTICLE 6. Compensation for elected town officials. Finance Committee Recommends.

Passing by a majority vote to fix the compensation for elected Town Officers for fiscal year July 1, 2013 to June 30, 2014, as follows: Assessors, chairman, \$3,523, members, \$3,191 each, per year; Town Clerk, \$76,768* per year (all fees revert to the Town treasury); Moderator, \$200 Annual Town Meeting, \$50 Special Town

Meeting; Selectmen, \$4,620 per year, chairman \$5,390 per year; Tree Warden, \$9,529 per year; Water Commissioners, \$150 per year; Cemetery Commissioners, no salary; Library Trustees, no salary; Planning Board Members, no salary; Poundkeeper, Field Drivers, Weighers of Grain, Surveyors of Lumber, Measurers of Wood and Charcoal; all other Town officers elected other than by official ballot, fees only, fixed by General Laws.

*Salary for Town Clerk was amended on the floor by the Town Clerk Beverly Litchfield. The amendment made by Town Clerk Beverly Litchfield was then amended by resident Donna Fountain. Both amendments passed by majority vote changing the main motion to read as noted above.

ARTICLE 7. Budget appropriations. Finance Committee Recommends.

Passing by a majority vote to accept the report of the Finance Committee and to raise and appropriate \$35,349,766 and transfer \$26,000 from offset receipts (for Dog Officer Expenses) to cover the necessary capital expenditures and operating expenses of the Town for Fiscal Year 2014 (July 1, 2013 to June 30, 2014) per appropriations listed separately in the Town Meeting Workbook and incorporated herein by reference, with the exception of those budgets and expenditures which will be voted on separately in subsequent Articles.

Presentations were made by Chairman of Finance Sue Bunnell and Superintendent of Schools Marty O'Shea. There was a Q & A session that followed at the end of the reading of each budget line item.

ARTICLE 8. Water Enterprise Fund Budget. Finance Committee Recommends.

Passing by unanimous vote that the following sums be appropriated for the Water Enterprise Fund: Salaries, \$388,541; Expenses, \$1,494,080, and that \$1,882,531 be raised from Water Department receipts.

ARTICLE 9. Wastewater Enterprise Fund Budget. Finance Committee Recommends.

Passing by a majority vote that the following sums be appropriated for the Wastewater Enterprise Fund: Salaries, \$188,880; Expenses: \$995,030 and that \$1,183,910 be raised from Wastewater Department receipts.

ARTICLE 10. Solid Waste Enterprise Fund Budget. Finance Committee Recommends.

Passing by unanimous vote that the following sums be appropriated for the Solid Waste Enterprise Fund: Salaries, \$122,228; Expenses, \$215,483, and that \$337,711 be raised as follows: \$307,711 from Solid Waste receipts and \$30,000 from retained earnings.

ARTICLE 11. Receipts reserved for appropriation for ambulance. Finance Committee Recommends. Passing by unanimous vote to appropriate \$595,249 from Receipts Reserved for Appropriation for Ambulance to Ambulance personal services, operating and capital costs, pursuant to Section 5 of Chapter 40 of the General Laws.

ARTICLE 12. Appropriations for Ambulance Depreciation Account. Finance Committee Recommends. Passing by unanimous vote to appropriate \$50,000 from Receipts Reserved for Appropriation for Ambulance to be held in a depreciation account for vehicle and equipment replacement pursuant to Section 5 of Chapter 40 of the Massachusetts General Laws.

ARTICLE 13. Receipts reserved for appropriation for cemeteries. Finance Committee Recommends. Passing by unanimous vote to appropriate \$20,000 from Receipts Reserved for Appropriation for Cemeteries to Cemetery operating costs, pursuant to Section 5 of Chapter 40 and Section 16 of Chapter 114 of the General Laws.

ARTICLE 14. Reserve Fund. Finance Committee Recommends. Passing by unanimous vote to raise and appropriate \$250,000 for a Fiscal Year 2014 Reserve Fund.

ARTICLE 15. Special Appropriation for road repaving and preservation. Finance Committee Recommends. Passing by unanimous vote to raise and appropriate \$150,000 to repave, resurface and/or crack seal public ways.

ARTICLE 16. Funding of Other Post Employment Benefits Liability Trust Fund. Finance Committee Recommends. Passing by unanimous vote to transfer \$100,000 from free cash to be placed into the Other Post Employment Benefits Liability Trust Fund, established under the provisions Massachusetts General Laws Chapter 32B, Section 20.

ARTICLE 17. Municipal Building Insurance Fund. Finance Committee Recommends.

Passing by unanimous vote to raise and appropriate \$1,000 to be placed into the Municipal Building Insurance Fund.

ARTICLE 18. Stabilization Fund. Finance Committee Recommends.

Passing by unanimous vote to raise and appropriate \$300,000 to be added to the Stabilization Fund in accordance with Section 5B of Chapter 40 of the Massachusetts General Law.

ARTICLE 19. Community Preservation Program Budget. Finance Committee Recommends. Passing by a majority vote to appropriate \$1,500 from the Community Preservation Fund for administrative costs of the Community Preservation Committee.

ARTICLE 20. Community Preservation Program Project. Finance Committee Recommends. Passing by a majority vote to transfer \$250,000 from the Community Preservation Non-Committed Fund for a Community Preservation Project to redevelop the waterfront area at Spectacle Pond, to include building a Spray Park.

ARTICLE 21. Community Preservation Program Project. Finance Committee Recommends. Passing by a majority vote to transfer \$17,600 from the Community Preservation Non-Committed Fund for a Community Preservation Project to construct a greenhouse at the Wilbraham Community Gardens.

A Q & A session followed the presentation of this article concerning the use of the greenhouse.

ARTICLE 22. Community Preservation Program Project. Finance Committee Recommends. Passing by a majority vote to transfer \$6,500 from the Community Preservation Non-Committed Fund for a Community Preservation Project to improve the recreational facility known as Crane Hill Disc Golf Course.

ARTICLE 23. Community Preservation Program Project. Finance Committee Recommends. Passing by a majority vote to transfer \$4,995 from the Community Preservation Historic Preservation Fund for a Community Preservation Project to complete the installation of the historic picket fence to enclose the Colonial Section of Glendale Cemetery.

ARTICLE 24. Community Preservation Program Project. Finance Committee Recommends. Passing by a majority vote to transfer \$1,400 from the Community Preservation Historic Preservation Fund for a Community Preservation Project for the restoration and preservation of an antique fire hose reel, formerly used by the Wilbraham Fire Department and the employees of Collins Mill.

ARTICLE 25. Community Preservation Program Project. Finance Committee Recommends. Passing by a majority vote to transfer \$4,950 from the Community Preservation Historic Preservation Fund for a Community Preservation Project for the preservation of town record books in the custody of the Town Clerk.

ARTICLE 26. Community Preservation Program Project. Finance Committee Recommends. Passing by a majority vote to transfer \$600 from the Community Preservation Historic Preservation Fund for a Community Preservation Project to restore and preserve the original Wilbraham Mountain Hill Climb sign; and to provide replacement replica signage in the original location of the Wilbraham Mountain Hill Climb, Main Street and Monson Road.

ARTICLE 27. Community Preservation Program Project. Finance Committee Recommends. Passing by a majority vote to transfer \$15,000 from the Community Preservation Historic Preservation Fund for a Community Preservation Project to inventory historic properties in Wilbraham.

ARTICLE 28. Community Preservation Program Project. Finance Committee Recommends. Passing by a majority vote to transfer \$3,420 from the Community Preservation Historic Preservation Fund for a Community Preservation Project to paint the exterior of the Wilbraham Children's Museum.

ARTICLE 29. Community Preservation Program Project. Finance Committee Recommends. Passing by a majority vote to transfer \$4,500 from the Community Preservation Historic Preservation Fund for a Community Preservation Project to restore historic headstones in Wilbraham Town cemeteries.

ARTICLE 30. 250th Anniversary Celebration. Finance Committee Recommends.

Passing by a majority vote to transfer \$9,500 from free cash to be placed in the 250th Anniversary Celebration Fund.

ARTICLE 31. Drainage System Repairs. Finance Committee Recommends.

Passing by a majority vote to transfer \$70,000 from Free Cash to be used for Repairs to a Drainage System on Man-chonis Road.

ARTICLE 32. Authorization to borrow for capital outlays. Finance Committee Recommends. Requiring a two-thirds vote, passing by a declared two-thirds vote by the Moderator that the town borrows \$177,000 for the following purposes:

-- in accordance with Section 7(3A) of Chapter 44 of the General Laws for remodeling, reconstructing or making extraordinary repairs to public buildings owned by the town, including original equipment and landscaping, paving and other site improvements, \$150,000; and
-- in accordance with Section 7(9) of Chapter 44 of the General Laws for the cost of departmental equipment, \$27,000.

Capital Committee Chairman Robert Quintin gave a brief presentation to all. He also thanked those on the committee, the board of selectmen and the citizens who attend the meetings for all of their hard work.

ARTICLE 33. Council on Aging Revolving Fund (consent agenda). Finance Committee Recommends. Passing by unanimous vote that the Town reauthorize a revolving fund in accordance with Section 53E½ of Chapter 44 of the General Laws in order to place revenue collected from donations from individuals, organizations and events; memorial donations; and fees for classes, trips and programs, which shall be used for payment of costs connected with programs and events; repair and maintenance of equipment and furnishings; purchase of memorials and volunteer recognitions; and fees for instructors and classes, and transfer the balance of the FY 2013 revolving fund to the FY 2014 revolving fund. Expenditures authorized by the Director of Elder Affairs, not exceeding a total of \$20,000 in FY 2014. The balance in the revolving account shall not exceed \$20,000.

ARTICLE 34. Compost Bin Revolving Fund (consent agenda). Finance Committee Recommends. Passing by unani-

mous vote that the Town reauthorize a revolving fund in accordance with Section 53 E½ of Chapter 44 of the General Laws in order to place revenue collected from the sale of compost bins which shall be used to purchase additional compost bins, and transfer the balance of the FY 2013 revolving fund to the FY 2014 revolving fund. Expenditures authorized by the Public Works Director, not exceeding a total of \$5,000 in FY 2014. The balance in the revolving account shall not exceed \$5,000.

ARTICLE 35. Cemetery Revolving Fund (consent agenda). Finance Committee Recommends. Passing by unanimous vote that the Town reauthorize a revolving fund in accordance with Section 53E½ of Chapter 44 of the General Laws in order to place revenue collected from the sale of boundary markers, foundations, winter access charges, and for opening and closing graves, which shall be used to purchase boundary markers, foundations, winter access charges, and to open and close graves, and transfer the balance from the FY 2013 revolving fund to the FY 2014 revolving fund. Expenditures authorized by the Cemetery Commission, not exceeding a total of \$20,000 in FY 2014. The balance in the revolving account shall not exceed \$20,000.

ARTICLE 36. Community Gardens Revolving Fund (consent agenda). Finance Committee Recommends. Passing by unanimous vote that the Town reauthorize a revolving fund in accordance with Section 53 E½ of Chapter 44 of the General Laws in order to place revenue collected from community garden lot rental fees and donations, which shall be used to purchase goods, tools, and services, including water resources, for the use of the gardeners enrolled in the program, and transfer the balance from the FY 2013 revolving fund to the FY 2014 revolving fund. Expenditures authorized by the Conservation Commission, not exceeding a total of \$6,000 in FY 2014. The balance in the revolving account shall not exceed \$6,000.

ARTICLE 37. Authorization to enter into lease/purchase agreements (consent agenda). Finance Committee Recommends. Passing by unanimous vote that the Town authorizes the Board of Selectmen to make contracts for the lease, with option to purchase, of various municipal equipment, subject to annual appropriation, if in the opinion of the Board it is in the best interests of the Town. The Board of Selectmen shall identify within its budget

submission to the Finance Committee, any contract for the lease with an option to purchase.

ARTICLE 38. Authorization to dispose of surplus equipment (consent agenda). Finance Committee Recommends. Passing by unanimous vote that the Town authorize the Board of Selectmen on behalf of the Town to sell, transfer, or otherwise dispose of damaged, obsolete, or unneeded tangible personal property or equipment owned by the Town.

ARTICLE 39. Grants Authorization (consent agenda). Finance Committee Recommends. Passing by unanimous vote that the Town authorizes the Board of Selectmen to apply for and accept federal or state grants or monies as may be available and to authorize the expenditure of any such grants or funds received there from in accordance with the terms of said grants.

ARTICLE 40. Acceptance of Deeds. Requiring a two-thirds vote, passing by a declared two-thirds vote by the Moderator that the Town accept such deeds and grants of land given to the Town as recorded at the Hampden County Registry of Deeds or the Hampden County Land Registration Office since the date of the last Annual Town Meeting as filed by the Board of Selectmen with the Town Clerk as "Article 40, Exhibit A."

It was noted that the exhibit should read "Washington Heights" not "Wilbraham Heights".

ARTICLE 41. Drainage and Access Easements. Passing by unanimous vote that Action under Article 41 be indefinitely postponed.

ARTICLE 42. October, 2011 Snow Storm Costs. Finance Committee Recommends. Passing by unanimous vote to transfer \$523,555 from free cash to pay for costs associated with the cleanup from the October 2011 Snowstorm.

ARTICLE 43. Hampden-Wilbraham Regional School District Stabilization Fund. Finance Committee Recommends. Passing by unanimous vote to approve the establishment of a Stabilization Fund by the Hampden-Wilbraham Regional School District, beginning July 1, 2013, pursuant to Section 16G½ of Chapter 71 of the General Laws.

ARTICLE 44. Atheneum Society Air Conditioning Reimbursement. Finance Committee Recommends. Passing by unanimous vote to transfer \$3,188 from free cash, to reimburse the Atheneum Society for the cost of repairs to the air conditioning system at the Old Meeting House.

ARTICLE 45. Unpaid Bills from Prior Fiscal Years. Finance Committee Recommends.

Requiring four-fifths vote, passing by unanimous vote to transfer \$3,600 from free cash to pay an unpaid bill from Law Enforcement Dimensions, LLC, said bill having been incurred in a prior fiscal year.

ARTICLE 46. Municipal Light Plant. Finance Committee Recommends. Requiring a two-thirds vote, passing by a declared two-thirds vote by the Moderator to authorize the Board of Selectmen to take all necessary and appropriate action to establish and to maintain, in accordance with the provisions of Chapter 164 of the General Laws and in accordance with the rules, regulations and orders of the Department of Public Utilities and the Department of Telecommunications & Cable, a municipal lighting plant for all purposes allowable under the laws of the Commonwealth, including without limitation the operation of a telecommunications system and any related services.

A brief presentation was given by the Broadband Committee. The committee was thanked for all of their hard work.

ARTICLE 47. Rescind Article 3 of the October 18, 2011 Special Town Meeting. Finance Committee Recommends. Passing by unanimous vote to rescind the action taken under Article 3 of the October 18, 2011 Special Town Meeting whereas the \$500,000 that has been authorized to be borrowed, but which is no longer needed for improvements to the Spec Pond Recreation Complex, the purpose for which it was initially approved.

ARTICLE 48. Appointed Tree Warden. Finance Committee Recommends. Passing by unanimous vote to amend the Bylaws by deleting Section 310 (Tree Warden) in its entirety and adding the following new section:

SECTION 423 - TREE WARDEN
Effective May 16, 2015, the Board of Selectmen shall appoint a Tree Warden for a term of three years under the provisions of

Section 106 of Chapter 41 of the General Laws.

ARTICLE 49. Police Station Needs Study. Finance Committee Recommends. Passing by a majority vote to transfer \$12,000 from free cash to have a Building Needs Assessment performed of the Police Department.

ARTICLE 50. Sale of 68V Brainard Road. Finance Committee had no recommendation. Requiring a two-thirds vote, declared failed by the Moderator to not authorize the Board of Selectmen to dispose of a parcel of surplus Town land identified on the Wilbraham Assessors Maps as 68V Brainard Road, specifically the parcel referred to as Schedule "C" on an Order of Taking dated January 27, 1976 and recorded in the Hampden County Registry of Deeds in Book 4230, Page 186, with such restrictions and conditions as the Board deems appropriate.

A very lengthy debate took place concerning this article. The by-law requirement for five in favor and five against was met. Presentations were given by Richard Butler from Planning Board and Paul Robbins representing Mile Oak LLC developer of Cedar Ridge. Selectmen Russell gave his reasons for supporting the article. Steve Lawson from the Minnechaug Land Trust gave a presentation noting concerns of this sale. Chuck Philips from the Open Space Committee had a list of questions he thought we should ask ourselves before we vote. Some residents were surprised that a developer was allowed to give a presentation. Kent Pecoy, the actual developer, spoke concerning the article and his future plans for Cedar Ridge. He noted that he only wants the best for the town.

ARTICLE 51. Zoning By-Law Amendment. Municipal Use Regulation – Planning Board Recommends. Requiring a two-thirds vote, passing by a declared two-thirds vote by the Moderator to amend Section 3.4.3.1 of the Wilbraham Zoning By-Law by deleting the existing words "Municipal building" and substituting therefore the words "Municipal use".

ARTICLE 52. Zoning By-Law Amendment. Unregistered Motor Vehicles – Planning Board Recommends. Requiring a two-thirds vote, passing by unanimous vote to amend the Wilbraham Zoning By-Law by deleting Section 4.5.1 in its entirety.

ARTICLE 53. Zoning By-Law Amendment. Flood Plain District – Planning Board Recommends. Requiring a two-thirds vote, passing by unanimous vote to amend the Wilbraham Zoning By-Law by deleting existing Section 9.1 and substituting therefore a new Section 9.1 as set forth in a document entitled "Zoning Amendment Exhibit A" on file with the Town Clerk.

ARTICLE 54. Zoning By-Law Amendment. Solar Energy Systems – Planning Board Recommends. Requiring a two-thirds vote, passing by unanimous vote to amend the Wilbraham Zoning By-Law by deleting the existing definition of "Solar Energy System" in Section 1.3 and substituting therefore a new definition of "Solar Energy System" and by deleting Section 3.9.1.3 and substituting therefore a new Section 3.9.1.3 as set forth in a document entitled "Zoning Amendment Exhibit B" on file with the Town Clerk.

ARTICLE 55. Zoning By-Law Amendment. Temporary Moratorium on Medical Marijuana Treatment Centers – Planning Board Recommends. Requiring a two-thirds vote, declared passed by two-thirds vote by the Moderator to amend the Wilbraham Zoning By-Law by adding a new Section 10.6, Temporary Moratorium of Medical Marijuana Treatment Centers as set forth in a document entitled "Zoning Amendment Exhibit C" on file with the Town Clerk.

A motion was made and seconded to adjourn the annual town meeting until the annual town election being held on May 18th, 2013. Motion carried by unanimous vote.

Meeting adjourned at 11:35 PM.

Respectfully submitted,
Beverly J. Litchfield, MMC, CMMC
Town Clerk of Wilbraham

TOWN BULLETIN

Boston, Massachusetts

The foregoing amendments to the town by-laws adopted under articles 48, 51,52,53,54 and 55 of the warrant for the Wilbraham town meeting that convened on May 13, 2013 are hereby approved. Comments on Articles 54 and 55 are detailed in this posting.

Martha Coakley
Attorney General

Margaret J. Hurley
Assistant Attorney General
Chief, Central MA Division
Director, Municipal Law Unit

September 7, 2013

DID YOU KNOW?

**Longest Serving
Wilbraham Town Clerk:**

Jennie T. Abbot
**Served as Town Clerk for 21 years
from 1922 to 1943.**

VITAL STATISTICS

BIRTHS	2011	2012	2013
Males	38	30	45
Females	49	30	34
TOTALS:	87	60	79
MARRIAGES	53	48	45
DEATHS			
Males	113	97	82
Females	148	133	148
TOTALS:	261	230	230

2013 ANNUAL TOWN ELECTION MAY 18, 2013

Total Registered Voters : 10,108

Total Vote Cast: 802

% Voted: 8%

Voted by Precinct **Total Registered**

Precinct A: 192 2523

Precinct B: 172 2492

Precinct C: 186 2481

Precinct D: 252 2612

SELECTMAN – 3 YRS.

Robert J. Boilard (R) 632*

ASSESSOR – 3 YRS.

Roger John Roberge II (R) 585*

REG. SCHOOL COMMITTEE – 3 YRS.

Michael A. Mazzuca (R) 599*

TREE WARDEN – 2 YRS.

David A. Graziano (R) 637*

CEMETERY COMMISSIONER – 3 YRS

William J. Bickley Jr. (R) 596*

WATER COMMISSIONER – 3 YRS

Mary E. McCarthy (R) 599*

LIBRARY TRUSTEE – 3 YRS

James S. Jurgens (R) 601*

Sarah Lloyd (U) (write-in) 75*

Michael Dane (R) (write-in) 25

PLANNING BOARD – 5 YRS

Jeffrey A. Smith (U) 500*

David B. Ortendahl (R) 274

WILB. HOUSING AUTHORITY

Anne Turcotte (D) 458*

Michael W. Dane (R) 307

** Denotes Winner*

VOTER REGISTRATION BY PRECINCT (AS OF DECEMBER 31, 2013)

					Inter.	Green	Green	Conser.	MA	Work	
PREC.	Rep.	Dem.	Unen.	Lib.	3rd Party	Rainbow	USA	Party	Indep.	Fam.	Total
A	504	761	1277	6		6				1	2555
B	509	690	1284	6							2489
C	569	603	1318	7	1	5	1	1	1		2506
D	542	762	1308	3	1	2					2618
TOTAL:	2124	2816	5187	22	2	13	1	1	1	1	10168

SPECIAL STATE PRIMARY ELECTION APRIL 30 2013

Total Registered Voters --- 10,117
Total Vote Cast ----- 1439
% Voted ----- 15%

DEMOCRATIC BALLOT

Voted by Precinct

Precinct A - 214
Precinct B - 166
Precinct C - 124
Precinct D - 264 Total - 768

REPUBLICAN BALLOT

Voted by Precinct

Precinct A - 170
Precinct B - 146
Precinct C - 166
Precinct D - 189 Total - 671

Total voted by Precinct

Precinct A - 384
Precinct B - 312
Precinct C - 290
Precinct D - 453

Total Reg.

Prec. A 2529
Prec. B - 2497
Prec. C - 2481
Prec. D - 2610

SENATOR IN CONGRESS

Stephen F. Lynch 284
Edward J. Markey 480
Write Ins 3
Blanks 1

SENATOR IN CONGRESS

Gabriel E. Gomez 361
Michael J. Sullivan 246
Daniel B. Winslow 63
Write-ins 1

Attest: **Beverly J. Litchfield, Town Clerk**

SPECIAL STATE ELECTION JUNE 25, 2013

Total Registered Voters - 10118
Total Votes Cast ----- 3238
% Voted ----- 32 %

Registered by Precinct

Precinct A - 2531
Precinct B - 2491
Precinct C - 2487
Precinct D - 2609

Senator in Congress

Gabriel E. Gomez (R) 2086
Edward J. Markey (D) 1129
Richard A. Heos 13
Write-ins 1

Attest: **Beverly J. Litchfield, Town Clerk**

TOWN CLERK STATEMENT OF RECEIPTS & DISBURSEMENTS JULY 1, 2012 TO JUNE 30, 2013

RECEIPTS					DISBURSEMENTS		
<u>FY'13 Dog Licenses</u>					<u>Town Treasurer: FY'13 Dog Account</u>		
933	Neutered Males	@	\$10.00	\$9,330.00	2056	Dog Licenses	\$22,230.25
99	Males	@	\$20.00	\$1,980.00	301	Fines & Fees	\$3,010.00
69	Females	@	\$20.00	\$1,380.00	3	Non Criminal Tickets	\$250.00
954	Sprayed Females	@	\$10.00	\$9,540.00			\$25,490.25
1	License Transfer	@	\$0.25	\$0.25	<u>Town Treasurer: FY'13 Clerk's Fees</u>		
				\$22,230.25	42	Marriage Licenses	\$1,260.00
<u>FY'13 Dog Fines & Fees</u>					1495	Copies of Record	\$11,831.50
11	Stray Dog Fines	@	\$10.00	\$110.00	16	Miscellaneous	\$79.18
280	Late Dog Fines	@	\$10.00	\$2,800.00	94	Business Certificates	\$3,680.00
8	Boarding Fees	@	\$10.00	\$80.00	2	Raffle Permits	\$40.00
3	Non Crim. Tickets	@		\$250.00	9	Gas Storage Permits	\$405.00
2	Miscellaneous	@		\$20.00	6	Cemetery Books	\$6.00
				\$3,260.00	8	Street List Books	\$120.00
				\$25,490.25	338	Hunting Permission Slips	\$676.00
<u>FY'13 Marriage Licenses</u>					34	Non Criminal Tickets	\$3,800.00
42	Licenses	@	\$30.00	\$1,260.00			\$21,897.68
<u>FY'13 Miscellaneous Clerk's Fees</u>					TOTAL FY'13 DISBURSEMENTS:		
1495	Copies of Records	@		\$11,831.50			\$47,387.93
16	Miscellaneous	@		\$79.18			
94	Business Certificates	@		\$3,680.00			
2	Raffle Permits	@		\$40.00			
9	Gas Storage Permits	@		\$405.00			
6	Cemetery Books	@		\$6.00			
8	Street List Books	@		\$120.00			

BOARD OF SELECTMEN

The Board of Selectmen reorganized in May 2013, following the Annual Town Election. The reorganization had James E. Thompson assuming the position of Chairman, Robert W. Russell, Vice Chairman, and Robert J. Boilard as Clerk.

The Board of Selectmen typically meets weekly on Monday evenings at 7:00pm. During the summer months of June, July and August, the Board tends to meet on a less regular basis to respond to Town business or issues that arise. The Selectmen post a schedule listing upcoming meeting dates quarterly. Their meeting agendas are posted, at a minimum, 48 hours prior to their scheduled meeting.

In 2013, the Selectmen participated in the Town's 250th Anniversary Celebration throughout the year. Each Selectman took turns speaking at various celebratory events and sharing in the festivities of the Town's birth. Those events where First Night, the Time Capsule Opening, Taste of Wilbraham, 250th Anniversary Gala Dinner Dance, 250th Anniversary Parade, 250th Anniversary Picnic, the Burying of the 2013 Time Capsule and various other events. The Selectmen salute and congratulate the 250th Anniversary Committee on a very successful year-long celebration.

Although the Selectmen's calendars were quite busy throughout 2013 with the ongoing festivities, the Selectmen continued to tend to municipal matters. There were many routine matters that the Selectmen dealt with such as lease agreements, sewer abatements, annual budget, Town Meeting and bid awards, etc. There were also several matters that were relatively routine but noteworthy to mention, such as the establishment of the Hampden-Wilbraham Medical Reserve Corps, the Open Space and Recreation Plan review, signing an Agreement with the Children Museum and an Agreement for Landscape Maintenance and Haying of the fields in back of 540 Stony Hill Road. However, there were also a number of matters that were discussed at great length. Those matters included proposed casinos in neighboring communities, solar array/photovoltaic project, management of Memorial School and the creation of a Building Feasibility Committee for the Senior Center and Police Station.

Noteworthy Business/Issues

In 2013, the Selectmen dealt with the two proposed casino developments in adjacent communities, Springfield and Palmer. MGM and Mohegan Sun Casinos sought to receive the only Massachusetts' Gaming License in western Massachusetts. The Selectmen formed a Casino Taskforce to advise the Board on impact identification, negotiations and other casino matters. The Selectmen also hired Jonathan Silverstein, an attorney from the Boston law firm, Kopelman & Paige, P.C., who specialized in casino law and was handling numerous municipal/casino issues in the state. By the end of the year, the Mohegan Sun Casino was voted down by the Town of Palmer

*(from left to right) James E. Thompson, Attorney Michael Hassett, Robert W. Russell and Robert J. Boilard
Photo courtesy of David Miles, Photographer, and Turley Publications*



shortly after the Town of Wilbraham received official surrounding community status by Mohegan Sun. However, the Selectmen continued to negotiate with MGM Casino for a surrounding community status and subsequently agreement, (which was finalized in December,) signed a Surrounding Community Agreement with MGM.

Throughout the year, the Selectmen also worked on an initiative to save the Town monies on energy costs. The Selectmen collaborated with the Hampshire Council of Governments to seek a proposal for a solar array on the Town's closed landfill site on Boston Road to generate energy for

the Town's municipal and school buildings.

Five vendors responded to a region-wide RFP; however, only two companies made proposal for the Wilbraham site. In March 2013, Broadway Electric and American Capital Energy (ACE) presented their bid offer to the Board of Selectmen. The Selectmen agreed to move ahead with ACE and Hampshire Council of Governments on this project.

In 2013, the Board of Selectmen spent considerable time negotiating with the Hampden-Wilbraham Regional School District (HWRSD) School Committee about the status of Memorial School and its rental monies. In May, the two Boards reached a final agreement whereby the Town terminated its lease of Memorial School with HWRSD. Upon taking possession, the Board of Selectmen issued a RFP seeking bids to lease the building. The Roman Catholic Bishop of Springfield was the only bidder and was awarded the lease for the property to continue temporarily housing Cathedral High School in the building.

The Selectmen recognized the need to find or build a more efficient and appropriate facilities for both the Senior Center and Police Station. For this reason, and having a strong desire to not see the building projects compete with each other, the Selectmen created a Building Feasibility Committee that included two Sub-Committees charged with the task of independently conducting a feasibility study for the Senior Center or Police Station. By the end of December, the Board appointed members to the Committee and each Sub-Committee.

Policies

In 2013, the Selectmen took action on a number of personnel and compensation policies:

- ◆ Clothing & Uniform Allowance Policy for Non-Union Employees of the Town – This policy specifically applied to the police captain and facilities and grounds maintenance supervisor positions. The policy change was recommended by the Personnel Advisory Board.
- ◆ Compensation and Pay Step System –

(Continued on page 20)

Selectmen Liaison Assignment 2013

James E. Thompson, Chairman	Robert W. Russell, Vice Chairman	Robert J. Boilard, Clerk
HWRSD School Committee	Cable TV Advisory Board	Personnel Board
Finance Committee	Public Access TV Committee	Solid Waste Advisory Committee
Fire Department	Country Club of Wilbraham	Scantic Valley Health Trust
Police Department	Board of Appeals	Commission on Disabilities
Water Commission	Planning Board	Conservation Commission
Sewer Advisory Board	Wilbraham Public Library	Cemetery Commission
Council on Aging	Historical Commission	Wilbraham Nature and Cultural Council
Local Emergency Planning Committee	School Building Committee	Traffic Safety Committee
Open Space & Recreation Committee		
Playground and Recreation Commission		
Wilbraham Culture Council		

(Continued from page 19)

This policy establishes a pay step system for non-union employees, which allows employees to reach a grade step in their position in two year intervals based on satisfactory job performance. Granted pay increases would also be aligned with non-union employees' anniversary date of hire.

- ◆ Seasonal Parks and Recreation Department Employee Pay Scale – This policy readjusted the seasonal employee pay rate in the Parks and Recreation Department to a more equitable pay system.

Organizational

Following reorganization in May, 2013, the Selectmen were assigned liaison responsibilities so that each Town Department and most Boards/Committees had a liaison from the Board of Selectmen.

There were also other organizational/personnel changes or matters that the Selectmen addressed in 2013. The Selectmen hired a new Executive Director, Anthony Aube, for the Town's Public Access Television. The Selectmen also renewed Town Administrator, Robert A. Weitz's contract and re-implemented the practice of honoring thirty, twenty and ten year municipal employees for their longevity, hard work and numerous contributions to Wilbraham's government. The Board also signed collective bargaining agreement with the New England Police Benevolent Association (NEPBA), Local 120 as well as the International Association of Fire Fighters (IAFF), Local 1847.

Licenses/Permits

2013 Licenses/Permits	
Type of License/Permit	Number Issued
New Annual Food Establishment Permit	9
New Common Victualer License	2
New Milk & Cream License	2
New Annual Entertainment License	4
New Liquor – Wine & Malt License	1
Amended a Liquor License	5
New Swimming Pool Permit	1
New Underground Storage of Flammables & Combustible Liquids/Hazardous Material	1
Temporary Food Establishment Permit	26
One Day Entertainment License	13
Temporary One Day Alcohol License	7
Temporary Vendors, Hawkers, Peddler License	3
Parade Permit	1
Seasonal Food Establishment Permit	4
Seasonal Camp License	10
2014 License Renewals (passed in Dec. 2013)	155 (various licenses/permits)
Total Licenses/Permits Issued in 2013	244
Total Revenue from Licenses/Permits in 2013	\$47,035.25

The Board of Selectmen serves as the Local Licensing Authority and the Board of Health in Wilbraham. Part of the Local Licensing Authority and Board of Health's responsibilities are to issue licenses and permits to businesses, vendors or individuals seeking to conduct certain business in Town.

The Selectmen approved 21 requests to use public property in Town for various events and 6 placements of banners or signs on Town property to advertise community happenings. The Board also established a new license for temporary vendors, hawkers, and peddlers for select events, such as at parades.

In 2013, the Board approved an increase in building permit rates to align the rates with surrounding communities. They also in-

creased dog license fees to correspond with a new state law.

The Board extends our heartfelt appreciation to all the Town Boards, Committee and Commission members, volunteers and Town employees for all their outstanding and dedicated service to the Town of Wilbraham and its community.

Board of Selectmen
James E. Thompson, Chairman
Robert W. Russell, Vice Chair
Robert J. Boilard, Clerk

Town Administrator
Robert A. Weitz

Administrative Assistant to the Town Administrator/Board of Selectmen
Candace Ouillet Gaumond

HUMAN RESOURCES

Benefits:

The Town's benefit plans run annually, beginning on July 1 and ending on June 30. Open Enrollment for health, life, and dental insurances are held annually from mid-April to mid-May. This allows for the new health insurance premium rates, which are paid one month in advance, to be deducted with the first payroll in June. In 2013, (for the Fiscal Year 2014 plan year,) the composite rate increase was 6%, and dental rates remained unchanged.

The Town is a community member in the Scantic Valley Regional Health Trust (SVRHT), a joint purchasing group which self insures some plans and also offers some fully insured plans. The trust contracts with Group Benefits Strategies to administer the program. The SVRHT hold regular public meetings at the Wilbraham Town Hall. Meeting notices, agendas, and minutes as well as information on health plans and a wellness program are available on their website at www.scantichealth.org.

Labor Relations:

On November 4, 2013, the Town and the New England Police Benevolent Association Local 120 signed a three-year agreement for the July 1, 2011 to June 30, 2014 period laying to rest the issue of Quinn Bill payments, following the State's suspension of its share of Quinn Bill payments to municipalities. The Town and the Union settled on a new schedule of Education Incentive benefits in exchange for other concessions, such as capped sick leave buy back amounts for new employees, and converted longevity payments from a percentage of base pay to dollar amounts. It was also the last collective bargaining group to agree to the new, across the board, health insurance contribution rates of 68% town and 32% for employees.

Training:

The Town trained all employees in the prevention of Sexual and Protected Class Harassment and distributed the Town's Sexual Harassment Policy to all employees as is required by state law.

When the IT department announced all town computers would be upgraded to the Windows 7 platform as a result of the out-phasing of support services by Microsoft,

all administrative staff were offered training to accommodate the switch to the new operating system. Employees may also attend job specific software training with the approval of the department head and IT Director.

Through an extensive Rewards Program initiated by the Town's general liability, public officials liability, worker's compensation, property/automobile insurer, and the Massachusetts Interlocal Insurance Association (MIIA), Town employees have access to a wide variety of mandated and voluntary training opportunities ranging from legal updates, mandated supervisory trainings such as Department of Transportation Drug and Alcohol Training, and safety/technical training in such areas as confined space entry for Department of Public Works employees and defensive driving training for public safety employees.

Work Related Injury and Illness:

During 2013, five town employees filed claims for workers compensation benefits and nine claims under the public safety employee accident insurance policy.

Compensation:

With approval of the Board of Selectmen, and as funded with approval of the FY 2014 Budget at the Annual Town Meeting of 2013, non-union employees were awarded a 2% pay increase effective July 1, 2013. The Town's compensation plan for non-union employees further provides for increases in two year intervals tied to

performance reviews until employees reach the maximum rate of their grade after eight years of service.

Personnel Advisory Board:

The Personnel Advisory Board held four public meetings during 2013, and worked on drafting a new comprehensive Compensation Policy for non-union employees. The draft is complete, with the exception of a review for the part time non-union employees' pay scale. The Board anticipates completing their review and submitting a draft Compensation Policy for non-union employees to the Board of Selectmen for approval later this year.

The Board also reviewed paid leave and volunteer policy development; and made recommendation to the Board of Selectmen on those topics. The Personnel Advisory Board is comprised of five members appointed by the Board of Selectmen in accordance with Section 509 of the Town's by-laws. Many thanks go to Joan Paris, Chair, and members Paul Lemieux, Jack Ubersax, Mark Brannigan and Joe Kelly for volunteering their time and talent in serving on this committee.

Personnel Changes:

2013 proved relatively stable in the area of personnel changes. (See chart below.)

Respectfully submitted,
Herta Dane
Human Resources Coordinator

Separations	Resignations 7/13/2013	Nicole Rucki	Assessor's Clerk (part-time)
	11/14/2013	Jared Pabis	Asst. Recreation Director
	Retirements 3/15/2013 11/4/2013	Raymond Kallaugher William Garvey	Police Captain Sealer of Weights/Measures
New Hires	Full -Time 3/4/2013 9/16/2013	Anthony Aube David Diogo	Director, Public Access Television Police Officer
	Part-time: 8/26/2013 9/3/2013 9/16/2013 11/4/2013 11/26/2013	Deborah Brennan Sheileen Carlotta Caitlyn Poulin Gary Petzold Edward White	Assessor's Clerk, (part-time) Building Clerk, (part-time) Library Page, (part-time) Sealer of Weights/Measures Electrical Inspector
Promotions	8/24/2013 8/26/2013	Shawn Baldwin Robert Zollo	to Police Sergeant to Police Captain
Other	10/1/2013	Brian Kibbe	Dispatcher (part-time to full-time)

During 2013, much of the IT Department's time was utilized supporting the day-to-day technology needs of all Town municipal departments. The IT Department currently has two full time staff members, (IT Director and Network Administrator,) and one part-time staff member to manage the Town website and Internet content. Outside consultants were leveraged to provide the extra support when needed.

IT Department accomplishments are listed below:

- ◆ Supported all Town department printers, copiers, network devices, workstations, servers, software, video, phone, radio, security and other "IT-like" systems. IT staff priority is to ensure that all Town departments maintain continuity of business operations, especially those providing public facing services.
- ◆ Continued using open source virtualization technologies to virtualize more Town servers and workstations.
- ◆ Continued adding and upgrading wireless technology in Town buildings. Many Town buildings now support free Wi-Fi access.
- ◆ Continued maintenance and operation of the municipal building-to-building (WAN/VPN) network using free and open software on commodity hardware.
- ◆ Continued battery backup (UPS) installation, upgrades and battery maintenance in all facilities.
- ◆ Continued working with surrounding municipal and regional IT Directors to plan framework for future regionalization, mutual aid, grant application, training and other group efforts.
- ◆ Continued maintenance, upgrades and content coordination for the Town website (<http://wilbraham-ma.gov>) and other linked Internet technologies (Facebook, Twitter, Blackboard Connect [reverse 911], and others.)
- ◆ Continued involvement in the design, planning, installation and maintenance of the Town's public safety and other radio communication systems.
- ◆ Continued performing memory, hard

drive and component upgrades, cleanings and other maintenance to extend the useful lifespan of Town computers and network devices.

- ◆ Continued e-waste removal from Town facilities and departments for proper repurposing or eco-friendly recycling.
- ◆ Continued internship outreach and coordination with Minnechaug Regional High School (MRHS). The department worked with one MRHS intern during 2013.
- ◆ Installed new Cisco chassis layer 2/3 switch to increase the Town's network backbone to 520 gigabit. Upgraded old core network switches with multiple 48 port "blades" that support 1 gigabit and power over Ethernet (PoE) on all ports. Installed a new 6 x 10 gigabit SFP+ port blade for future storage area network (SAN) and virtual machine (VM) upgrades.
- ◆ Worked with new Wilbraham Public Access (WPA) Director to stabilize the wiring, power, audio, video, network, storage and other technologies in the WPA station. Dramatically improved WPA's on-air and system up-time.

Broadband Advisory Committee:

- ◆ Continued local broadband mapping and design efforts, assisted by the Town DPW/Engineering Department.
- ◆ Researched installation and materials pricing of different broadband strategies (i.e. aerial vs. buried, fiber vs. wireless, municipal vs. carrier operated, etc.)
- ◆ Continued review and management of the Wilbraham portion of the MBI fiber project and began planning for future uses of MBI's open access network.
- ◆ Presented Municipal Light Plant (MLP) article at Annual Town Meeting which received its first vote of two needed to create an MLP.

Respectfully Submitted,
Nathan DeLong
IT Director

John Sternala
Network Administrator

Karen Benoit
Website Coordinator

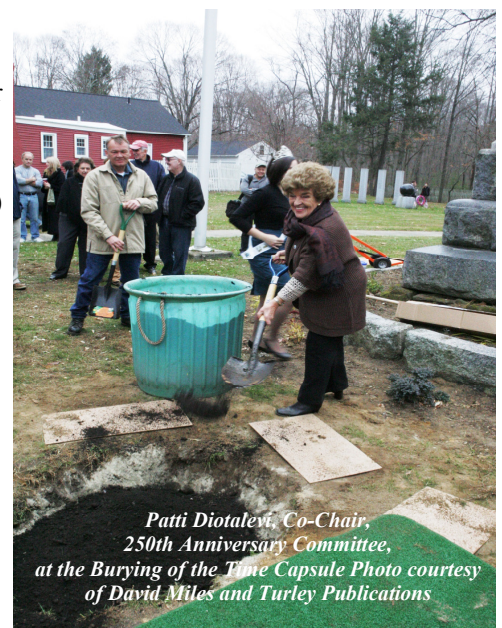
"Time goes, you say. Ah, no! Alas, time stays, we go." – Henry Austin Dobson.

All through the year of 2013 the Town celebrated its history and heritage looking all the way back to June of 1763 when the area known as the "Outward Commons" of Wilbraham broke off from Springfield and was incorporated.

The funding of those events came from monies voted at the Annual Town Meeting as well as a community-wide fundraising campaign. Every person and business who donated to the effort had their name printed on the Honor Roll in the special 250th Anniversary Booklet inserted into the Wilbraham-Hampden Times. Funds were also raised from the sale of 250th anniversary memorabilia, such as a calendars, cookbooks, tee shirts, lapel pins and many other items.

The Town held many events culminating with the burying of our memories from the last fifty years in the Time Capsule in front of the Civil War Monument in Crane Park on Sunday, November 17, 2013. The capsule holds many documents, special issues of the Times and other items that represent the history of our Town for the last 50 years. The committee honored those who came before them by passing on cherished mementos that were in the 1963

(Continued on page 23)



Patti Diotalevi, Co-Chair, 250th Anniversary Committee, at the Burying of the Time Capsule Photo courtesy of David Miles and Turley Publications

(Continued from page 22)

Time Capsule. Like the front page of the Springfield Daily News, which announced that President John F. Kennedy was shot in Dallas November 22, 1963, and a ticket to the 1863 Wilbraham Centennial Dinner.

At a November committee celebration dinner, Selectman Chairman James Thompson brought best wishes from the town for the fine work that was done throughout the year. "You have an amazing bunch of people and the Town really appreciates all that you have accomplished," said Thompson.

Co-chair Patti Diotalevi observed, "Our committee started out as acquaintances and became good friends, by the time we were finished." Co-chair Kevin Moriarty said, "the Town employees, including DPW worker Paul Maguire and historian Joan Paris who organized the July Hill Climb Re-enactment up Monson Road, added to the strength of the committee."

Working with a dedicated group of volunteers, who were formed by the Board of Selectmen in 2010, they all developed good relationships. Each person took on projects, some in groups and some individually. They met almost every other Thursday night for over two years.

The special celebration events began with First Night on December 31, 2012, New Year's Eve. The image of hundreds of folks crowded together in front of Rich Hall at Wilbraham & Monson Academy to watch the fireworks, after a group of concerts and kids' activities may never be duplicated again, physically or emotionally. The Town really came together on that cold night as a community.

Other anniversary events included the digging up the 1963 and burying of a new 2013 Time Capsule, the Dinner Dance, Parade, Taste of Wilbraham, Town-wide Tag Sale, Historic Driving Tour, Road Race, Town Picnic at Spec Pond, Tours of Homes on Main and Maple streets, Fire, Police and Public Works Departments' Open Houses. The following 250th Anniversary Committee members are: Co-chairs Patti Diotalevi and Kevin Moriarty; Wendy O'Rourke, Treasurer; Jean Dirico, Secre-



(Above) Members of the 250th Anniversary Committee.
Photo courtesy of David Miles, Photographer, and Turley Publications

tary; and members Roberta Albano, Virginia Barry, David Barry, Mary Bell, Charles Bennett, Steve Dinoia, Berneice Dixon, Richard Eisold, Nancy Haryasz, Chuck Higgins, Pat O'Connor, Gary Petzold, Helene Pickett, Diane Testa and Don Williams.

Respectfully Submitted,
250th Anniversary Committee

Patti Diotalevi, Co-Chair
Kevin Moriarty, Co-Chair
Wendy O'Rourke, Treasurer
Jean Dirico, Secretary

Robert Albano
Virginia Barry
David Barry
Mary Bell

Charles Bennett
Steve Dinoia
Berneice Dixon
Richard Eisold
Nancy Haryasz
Chuck Higgins
Pat O'Connor
Gary Petzold
Helene Pickett
Diane Testa
Don Williams



(Left) 250th Anniversary Parade: Donald and Barbara Bourcier. (Below) Wilbraham Hill Climb, July 13, 2013, Paul Maguire and Joan Paris. Photos courtesy of David Miles, Photographer, and Turley Publications



FINANCE

BOARD OF ASSESSORS

The Board of Assessors is comprised of three members each elected for a three-year term. This past year, Chairman John M. Wesolowski and Board Member Lawrence G. LaBarbera congratulated Roger J. Roberge II on his election. The daily functions of the Assessor's Office are managed by Principal Assessor Manuel Silva, MAA, and three staff members, Cathy Barnes, Katherine Bruno and newly hired Deborah Brennan.

During the past year the staff performed a required triennial revaluation of all property in the Town, which is required by the Massachusetts Department of Revenue (DOR). The DOR states that all property must be within 10% of full and fair market value as of January 1 each year. After a thorough analysis of the sales transactions in 2012, and the income & expense details of the commercial properties, the assessment to sale ratio showed the Town needed to make adjustments. All of the work was completed in-house with assistance from Roy Bishop and Associates for commercial, industrial and personal property valuation. In addition to the revaluation, the cyclical inspection program was ongoing. This will continue into the current fiscal year to fulfill the DOR requirement that all properties are inspected at least once every nine years.

The Assessors and staff have continued their responsibilities this past year relating to the Community Preservation Act and the Senior Work-Off Abatement Program. Both programs allow some taxpayers, who meet certain eligibility requirements, to receive a abatement on their annual taxes. The processing of the paperwork relating to exemptions for both of the programs is considerable and is ably handled by the Assessors' staff.

After a physical inspection and analysis of our appraisal methods and system by DOR staff, certification was received in record time. For fiscal year 2014, the taxable value for the town for real and

personal property amount to \$1,578,098,000. A slight decrease in total value due mainly to market condition adjustments that the Town needed to implement. Additionally, new construction, both residential and commercial, added to the Town's value. New construction, remodeling and additions, or new growth, was \$18,383,218 and will produce \$361,414 in new tax dollars. The DOR approved the tax rate for fiscal year 2014 at \$20.44 per \$1,000 of assessment. The new rate is an increase of \$.78 from last year's rate of \$19.66. This single rate applies to all classes of real and personal property in accordance with the vote of the Selectmen at the classification hearing held on November 12, 2013. In summary, our goal and primary concern is to provide the Town with a professional service completed by a professional and competent staff. This will result in a fair and equita-

ble distribution of the property taxes that finance the services provided by other departments in town.

Board of Assessors
John M. Wesolowski, Chairman
Lawrence G. LaBarbera
Roger Roberge, II

Principal Assessor
Manuel D. Silva

Assistant Administrator
Cathy A. Barnes

Administrative Clerk
Katherine Bruno

Administrative Clerk
Deborah Brennan

COMMUNITY PRESERVATION COMMITTEE

In 2013, Community Preservation Act generated approximately \$386,000 of which approximately 74% was raised locally and the balance came from the state. There were 14 project requests of which 10 were recommended by committee and approved by Town Meeting. Projects approved in 2013 were:

Preservation (Historic) of town records in custody of Town Clerk	Inventory historic properties in Wilbraham
Green House at Community Gardens	Restore historic headstones in Wilbraham Town cemeteries
Improve the recreational facility at Crane Hill Disc Golf Course	Spec Pond Spray Park
Installation of the historic picket fence at Glendale Cemetery	Paint exterior of the Wilbraham Children's Museum
Preservation of an antique fire hose reel	Preserve the original Wilbraham Mountain Hill climb.

Community Preservation Committee

Peter N. Manolakis, Chairman
Jeffrey Smith (Planning Board)
Stanley J. Soja, (Playground & Recreation Commission)
Stoughton L. Smead, (Conservation Commission)
Robert Kelliher, (Historical Commission)
Frederick Fuller (At-large Member)
David Proto (At-large Member)
Brian Fitzgerald, (Open Space & Recreation Committee)
Michelle Emirzian, At-large member

**THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF REVENUE
TAX RATE RECAPITULATION**

FISCAL 2014

**OF
WILBRAHAM**
City / Town / District

I. TAX RATE SUMMARY

1a. Total amount to be raised (from IIc) \$ **41,324,731.12**
 1b. Total estimated receipts and other revenue sources (from IIIe) \$ **9,088,408.00**
 1c. Tax levy (1a minus 1b) \$ **32,256,323.12**
 1d. Distribution of Tax Rates and Levies

CLASS	(b) Levy percentage (from LA - 5)	(c) IC above times each percent in col (b)	(d) Valuation by class (from LA - 5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	88.7388%	28,623,906.32	1,400,387,310	20.44	28,623,916.82
Net of Exempt					0.00
Open Space	0.0000%	0.00	0		0.00
Commercial	7.4026%	2,387,808.58	116,819,890	20.44	2,387,788.55
Net of Exempt					0.00
Industrial	1.7519%	565,088.52	27,848,100	20.44	565,088.28
SUBTOTAL	97.8934%	31,576,801.45	1,544,853,300		31,576,801.45
Personal	2.1066%	678,511.70	33,244,700	20.44	678,521.67
TOTAL	100.0000%		1,578,098,000		32,256,323.12

Board of Assessors of

WILBRAHAM
City / Town / District

MUST EQUAL 1C

NOTE: The information was approved on 11/20/2013.

Manual D Sign, Principal Assessor, Wilbraham, 415-696-2800.
Assessor

11/15/2013 9:01 AM
Date

Authorized to sign, signed copies are on file.
(Comments)

Do Not Write Below This Line — For Department of Revenue Use Only

Reviewed By

James Podolak

Date:

20-NOV-13

Approved:

Gerard Perry

Director of Accounts



(Gerard D. Perry)

FISCAL 2014

TAX RATE RECAPITULATION

WILBRAHAM
City / Town / District

II. Amounts to be raised

IIa. Appropriations (col.(b) through col.(e) from page 4)

IIb. Other amounts to be raised

1. Amounts certified for tax title purposes	0.00
2. Debt and interest charges not included on page 4	0.00
3. Final court judgments	0.00
4. Total overlay deficits of prior years	0.00
5. Total cherry sheet offsets (see cherry sheet 1-ER)	14,497.00
6. Revenue deficits	0.00
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00
8. Authorized Deferral of Teachers' Pay	0.00
9. Snow and ice deficit Ch. 44, Sec. 31D	0.00
10. Other (specify on separate letter)	0.00
TOTAL IIb (Total lines 1 through 10)	120,573.94

IIc. State and county cherry sheet charges (C.S. 1-EC)

IId. Allowance for abatements and exemptions (overlay)

IIe. Total amount to be raised (Total IIa through IId)

III. Estimated receipts and other revenue sources

IIIa. Estimated receipts - State

1. Cherry sheet estimated receipts (C.S. 1-ER Total)

2. Massachusetts school building authority payments

TOTAL IIIa

1,409,577.00
0.00
1,409,577.00

IIIb. Estimated receipts - Local

1. Local receipts not allocated (page 3, col.(b), Line 24)

2. Offset Receipts (Schedule A-1)

3. Enterprise Funds (Schedule A-2)

4. Community Preservation Funds (See Schedule A-4)

TOTAL IIIb

2,267,000.00
26,000.00
3,583,365.00
385,374.00
6,271,739.00

IIIc. Revenue sources appropriated for particular purposes

1. Free cash (page 4, col.(c))

2. Other available funds (page 4, col.(d))

TOTAL IIIc

721,843.00
686,249.00
1,387,092.00

IIId. Other revenue sources appropriated specifically to reduce the tax rate

1a. Free cash, appropriated on or before June 30, 2013

b. Free cash, appropriated on or after July 1, 2013

2. Municipal light source

3. Teachers' pay deferral

4. Other source:

TOTAL IIId

0.00
0.00
0.00
0.00
0.00
0.00

IIIf. Total estimated receipts and other revenue sources

(Total IIIa through IIId)

0.00
9,088,408.00
9,088,408.00

IV. Summary of total amount to be raised and total receipts from all sources

a. Total amount to be raised (from IIf)

b. Total estimated receipts and other revenue sources (from IIIe)

c. Total real and personal property tax levy (from Ic)

d. Total receipts from all sources (total IIf plus IVc)

41,324,731.12
9,088,408.00
32,256,323.12
41,324,731.12

LOCAL RECEIPTS NOT ALLOCATED *
TAX RATE RECAPITULATION

WILBRAHAM

City/Town/District

	(a) Actual Receipts Fiscal 2013	(b) Estimated Receipts Fiscal 2014
==> 1 MOTOR VEHICLE EXCISE	1,820,818.02	1,750,000.00
==> 2 OTHER EXCISE		
a.Meals	0.00	0.00
b.Room	12,280.13	12,000.00
c.Other	367.49	300.00
==> 3 PENALTIES AND INTEREST ON TAXES AND EXCISES	170,648.09	160,000.00
==> 4 PAYMENTS IN LIEU OF TAXES	2,528.09	2,500.00
5 CHARGES FOR SERVICES - WATER	0.00	0.00
6 CHARGES FOR SERVICES - SEWER	0.00	0.00
7 CHARGES FOR SERVICES - HOSPITAL	0.00	0.00
8 CHARGES FOR SERVICES - SOLID WASTE FEES	0.00	0.00
9 OTHER CHARGES FOR SERVICES	16,212.00	15,000.00
10 FEES	32,274.38	30,000.00
11 RENTALS	31,649.80	30,000.00
12 DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00
13 DEPARTMENTAL REVENUE - LIBRARIES	6,638.36	6,500.00
14 DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00
15 DEPARTMENTAL REVENUE - RECREATION	0.00	0.00
16 OTHER DEPARTMENTAL REVENUE	32,408.92	32,000.00
17 LICENSES AND PERMITS	180,671.31	175,000.00
18 SPECIAL ASSESSMENTS	758.00	700.00
==> 19 FINES AND FORFEITS	28,122.50	26,000.00
==> 20 INVESTMENT INCOME	25,054.95	25,000.00
==> 21 MEDICAID REIMBURSEMENT	0.00	0.00
==> 22 MISCELLANEOUS RECURRING (PLEASE SPECIFY)	2,307.00	2,000.00
23 MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	128,745.64	0.00
24 TOTALS	\$ 2,493,478.48	\$ 2,267,000.00

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the Fiscal 2014 tax rate recapitulation form by the City, Town or District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Jadana DeGuzo, Accountant, Wilbraham, 413-566-2860.

Accounting Officer

11/15/2013 9:07 AM

Date

* Do not include receipts in columns (a) or (b) that were voted by the City / Town / District Council or Town Meeting as offset receipts on Schedule A-1, enterprise funds on Schedule A-2, or revolving funds on Schedule A-3. Written documentation should be submitted to support increases / decreases of estimated receipts to actual receipts.

==> Written documentation should be submitted to support increases/ decreases of FY 2013 estimated receipts to FY2014 estimated

CERTIFICATION OF APPROPRIATIONS AND SOURCES OF FUNDING
TAX RATE RECAPITULATION

WILBRAHAM

City / Town / District

City / Town Council or Town Meeting Dates	FY*	APPROPRIATIONS					AUTHORIZATIONS	
		(a) Total Appropriations of Each Meeting	(b) From Raise and Appropriate	(c) From Free Cash See B-1	(d) From Other Available Funds See B-2	(e) From Offset Receipts (See A-1), Enterprise Funds (See A-2), or Community Preservation Fund (See A-4)	(f) Revolving Funds (See A-3)	MEMO ONLY (g) Borrowing Authorization
05/13/2013	2014	36,973,983.00	35,704,360.00	721,843.00	665,249.00	1,882,531.00	51,000.00	177,000.00
05/13/2013	2014	1,183,910.00	0.00	0.00	0.00	1,183,910.00	0.00	0.00
05/13/2013	2014	337,711.00	0.00	0.00	0.00	337,711.00	0.00	0.00
05/13/2013	2014	26,000.00	0.00	0.00	0.00	26,000.00	0.00	0.00
05/13/2013	2014	310,465.00	0.00	0.00	0.00	310,465.00	0.00	0.00
Totals		40,832,069.00	35,704,360.00	721,843.00	665,249.00	3,740,617.00		
		Must Equal Code (a) thru (e)						

I hereby certify that the appropriations correctly reflect the votes taken by City / Town / District Council.

WILBRAHAM Board of Selectmen, Wilbraham, 413-566-2860.

City/Town/District Clerk

11/15/2013 9:07 AM

Date

FINANCE COMMITTEE

The Finance Committee consists of nine members of your community, appointed by the Board of Selectmen for 3 year terms. We have had new members join us and a few of us have served for many years. This balance of experience and 'new blood' adds to our perspective as we evaluate the financial needs of the Town, working to maintain services in tight economic times.

Finance Committee members each serve as liaison to one or more departments in Town, meeting with Department Heads for a direct review of their budget proposals. Our work begins in earnest with the budget prepared by the Town Administrator and approved by the Board of Selectman early in the calendar year. We vote each budget individually, making changes where we feel it is appropriate. The Town Administrator and/or Assistant Town Administrator of Budgeting & Finance/Treasurer/Tax Collector attend most of our meetings and serve as representatives of the Board of Selectmen during our deliberations.

A joint meeting with the Board of Selectmen occurs at the beginning and toward the end of the budget cycle to review any adjustments to the proposed budget that the Finance Committee may be recommending. It is the responsibility of the Finance Committee to present and recommend the budget at Annual Town Meeting and we look to have agreement with the Board of Selectmen in advance.

A snapshot of our fiscal picture, going in to the Town Meeting held May 14, 2013 was as follows:

- ◆ Free Cash certified at \$2.1 million dollars, the result of higher than expected local receipts, holding expenses low and conserving free cash from the prior fiscal year;
- ◆ Combined Reserve Funds just under \$1.5 million dollars;
- ◆ Minnechaug Regional High School new building complete and in use; and
- ◆ Fire Station Renovation complete and building occupied.

Highlights of the proposed fiscal 2014 budget:

- ◆ No override of Proposition 2 ½, (last override request May 2003;)
- ◆ Support of the 250th Anniversary Committee's plans;

- ◆ Pilot program for Sunday hours at the Library;
- ◆ New generator at Wilbraham Public Access;
- ◆ New servers at Town Hall;
- ◆ Part-time employees added to Central Dispatch and in Inspector's budget;
- ◆ Recreation Department Administrative Assistant funded through General Fund-restoration of previous funding approach; and
- ◆ 3 new Police Cruisers.

Our meetings are open to the public and broadcast on the Wilbraham Public Access channel. We welcome input from all citizens.

Finance Committee

*Susan C Bunnell, Chair
Walter Damon, Vice Chair
Roger Fontaine (resigned)*

*Daniel Miles
Terri Strandberg
Anthony J Scibelli
Nancy Piccin
Michael Mannix
Nicholas Manolakis
John F. Guzzo*

TOWN ACCOUNTANT

The Accounting Department's main responsibility is maintaining the financial records of the Town. The department's Payroll and Accounts Payable Clerk Diane Hamakawa processes all vendor payments for the departments as well as payroll for all town employees. She checks all vendor bills and payroll submissions for pertinent information as well as checking all calculations for accuracy. Diane processes over 12,000 vendor bills and payroll submissions in the course of a year. Diane makes a difficult job look easy.

My Assistant Nancy Johnson is the liaison to the Finance Committee and Capital Planning Committee. Nancy posts all meetings and agendas for both committees. She attends meetings, keeps minutes and provides them with the information they need to fulfill their responsibilities. Both committees provide budget information to the Annual Town Meeting.

During the year the three of us attended the Massachusetts Auditors & Accountants Association School at the University of Massachusetts. This is a three day event that brings us up to date on any new Massachusetts Municipal Laws. We are also brought up to date on any changes in the UMAS Accounting System. Nancy takes classes to prepare for the Certified Governmental Accountant test and Diane is in the beginning stages preparing for the same certification. The continuing education is always helpful to the department. We also attend various Western Massachusetts Auditors & Accountants Association meetings during the year. We always try to stay abreast of any changes that may occur in the municipal accounting field.

Nancy and I work closely together during the year to ensure the "books" are in balance at the end of each month and ready for closing at the end of the fiscal year. The Accounting Department provides the Department of Revenue's (DOR) Division of Local Services with the information they need to provide the Town with a "free cash" figure at the year's end. The free cash figure for FY2013 for the General Fund is \$2,290,121. These funds are available for future budgeting purposes. The DOR also processes Retained Earnings for the Town's Enterprise Funds. For FY'2013 these figures were: Water \$228,521, Wastewater \$586,190, and Solid Waste \$69,857. The Enterprise Funds can also use retained earnings for their future budget purposes if they choose.

In closing, again, I would like to thank my staff, Nancy Johnson and Diane Hamakawa. They make the department what it is; without them the Accounting Department would not run as smoothly as it does. I would also like to thank all our department directors for their continued cooperation, our Town Administrator Bob Weitz and the Board of Selectmen as well. Your support is greatly appreciated.

*Town Accountant
JoAnne DeGray, CGA*

*Assistant Town Accountant
Nancy Johnson*

*Payroll & Accounts Payable Clerk
Diane Hamakawa*

**TOWN ACCOUNTANT
FY2013 GENERAL AND ENTERPRISE FUND EXPENDITURES**

FY2013 GENERAL AND ENTERPRISE FUND EXPENDITURES					
DEPARTMENT	BUDGET	TRANS IN/OUT	EXPENDED	ENCUMBERED	SURPLUS
SELECTMEN SALARIES	399,853.00	(14,512.56)	273,777.56	21,300.00	90,262.88
SELECTMEN EXPENSES	36,300.00	3,600.00	35,196.60	0.00	4,703.40
TOTAL DEPT.	436,153.00	(10,912.56)	308,974.16	21,300.00	94,966.28
SELECTMEN NON-RECURRING	30,000.00	0.00	30,000.00	0.00	0.00
TOWN MEETING SALARIES	21,546.00	3,000.00	21,221.35	0.00	3,324.65
TOWN MEETING EXPENSES	14,520.00	0.00	11,431.66	240.00	2,848.34
TOTAL DEPT.	36,066.00	3,000.00	32,653.01	240.00	6,172.99
REGISTRARS SALARIES	5,631.00	0.00	4,025.00	0.00	1,606.00
REGISTRARS EXPENSES	4,955.00	0.00	4,498.02	238.00	218.98
TOTAL DEPT.	10,586.00	0.00	8,523.02	238.00	1,824.98
TOWN REPORTS	1,800.00	0.00	1,800.00	0.00	0.00
ACCOUNTING SALARIES	167,291.00	499.00	156,798.21	0.00	10,991.79
ACCOUNTING EXPENSES	33,191.00	5,000.00	36,494.50	0.00	1,696.50
TOTAL DEPT.	200,482.00	5,499.00	193,292.71	0.00	12,688.29
ASSESSORS SALARIES	174,051.00	1,588.00	174,305.34	0.00	1,333.66
ASSESSORS EXPENSES	17,300.00	0.00	17,298.24		1.76
ASSESSORS NON-RECURRING	10,000.00	0.00	0.00	10,000.00	0.00
TOTAL DEPT.	201,351.00	1,588.00	191,603.58	10,000.00	1,335.42
TREAS/COLL SALARIES	203,194.00	0.00	200,998.61	0.00	2,195.39
TREAS/COLL EXPENSES	52,350.00	0.00	42,772.95	0.00	9,577.05
TOTAL DEPT.	255,544.00	0.00	243,771.56	0.00	11,772.44
TOWN CLERK SALARIES	114,692.00	0.00	114,691.92	0.00	0.08
TOWN CLERK EXPENSES	12,862.00	0.00	11,139.14	0.00	1,722.86
TOTAL DEPT.	127,554.00	0.00	125,831.06	0.00	1,722.94
DEPARTMENT	BUDGET	TRANS IN/OUT	EXPENDED	ENCUMBERED	SURPLUS

**TOWN ACCOUNTANT
FY2013 GENERAL AND ENTERPRISE FUND EXPENDITURES**

DEPARTMENT	BUDGET	TRANS IN/OUT	EXPENDED	ENCUMBERED	SURPLUS
LEGAL EXPENSES	125,000.00	48,000.00	149,943.73	0.00	23,056.27
FACILITY MAINTENANCE SALARIES	56,515.00	93.00	56,607.15	0.00	0.85
FACILITY MAINTENANCE EXPENSE	85,815.00	3,188.00	88,892.67	0.00	110.33
TOTAL DEPT.	142,330.00	3,281.00	145,499.82	0.00	111.18
TOWN OFFICE EXPENSES	80,620.00	0.00	58,977.73	1,867.00	19,775.27
TOWN OFFICE NON-RECURRING	0.00	0.00	0.00	0.00	0.00
TOTAL DEPT.	80,620.00	0.00	58,977.73	1,867.00	19,775.27
INFORMATION TECH SALARIES	128,863.00	1,435.00	130,297.94	0.00	0.06
INFORMATION TECH EXPENSES	164,597.00	5,969.00	164,823.08	5,742.00	0.92
TOTAL DEPT.	293,460.00	7,404.00	295,121.02	5,742.00	0.98
PLANNING SALARIES	98,299.00	400.00	98,390.58	0.00	308.42
PLANNING EXPENSES	6,550.00	0.00	4,625.45	39.00	1,885.55
TOTAL DEPT.	104,849.00	400.00	103,016.03	39.00	2,193.97
TOWN PROPS. EXPENSES	340,307.00	0.00	335,177.51	0.00	5,129.49
PENSIONS EXPENSES	1,200,245.00	0.00	1,200,245.00	0.00	0.00
GROUP INSURANCE EXPENSE	1,131,200.00	(35,000.00)	976,192.12	0.00	120,007.88
GENERAL INSURANCE EXPENSE	356,136.00	0.00	321,238.40	150.00	34,747.60
SURETY BONDS	1,600.00	0.00	1,477.50	0.00	122.50
INSPECTORS SALARIES	116,200.00	300.00	116,303.79	0.00	196.21
INSPECTORS EXPENSES	1,900.00	600.00	2,227.40	0.00	272.60
TOTAL DEPT.	118,100.00	900.00	118,531.19	0.00	468.81
POLICE DEPT. SALARIES	2,039,944.00	0.00	1,966,474.64	0.00	73,469.36
POLICE DEPT. EXPENSES	159,181.00	0.00	145,812.27	0.00	13,368.73
POLICE NON-RECURRING	77,202.00	0.00	76,953.78	0.00	248.22
TOTAL DEPT.	2,276,327.00	0.00	2,189,240.69	0.00	87,086.31

TOWN ACCOUNTANT
FY2013 GENERAL AND ENTERPRISE FUND EXPENDITURES

DEPARTMENT	BUDGET	TRANS IN/OUT	EXPENDED	ENCUMBERED	SURPLUS
FIRE DEPT. SALARIES	1,503,962.00	29,000.00	1,513,503.09	0.00	19,458.91
FIRE DEPT. EXPENSES	130,637.00	6,000.00	135,370.55	1,266.00	0.45
FIRE NON-RECURRING	27,540.00	0.00	27,540.00	0.00	0.00
TOTAL DEPT.	1,662,139.00	35,000.00	1,676,413.64	1,266.00	19,459.36
TREE WARDEN SALARIES	9,653.00	0.00	9,341.80	0.00	311.20
TREE WARDEN EXPENSES	38,128.00	0.00	29,649.31	983.00	7,495.69
TOTAL DEPT.	47,781.00	0.00	38,991.11	983.00	7,806.89
DISPATCH SALARIES	369,740.00	2,157.56	371,665.48	0.00	232.08
DISPATCH EXPENSES	7,345.00	0.00	1,456.44	0.00	5,888.56
DISPATCH NON-RECURRING	0.00	0.00	0.00	0.00	0.00
TOTAL DEPT.	377,085.00	2,157.56	373,121.92	0.00	6,120.64
SEALER WGT'S SALARIES	4,445.00	0.00	4,273.50	0.00	171.50
SEALER WGT'S EXPENSES	765.00	0.00	526.50	0.00	238.50
TOTAL DEPT.	5,210.00	0.00	4,800.00	0.00	410.00
CIVIL DEFENSE EXPENSES	10,700.00	0.00	10,698.81	0.00	1.19
DOG OFFICER SALARIES	18,773.00	0.00	18,548.00	0.00	225.00
DOG OFFICER EXPENSES	7,227.00	0.00	3,342.73	100.00	3,784.27
TOTAL DEPT.	26,000.00	0.00	21,890.73	100.00	4,009.27
REGIONAL SCHOOL ASSESSMENT	21,040,546.00	0.00	21,040,374.00	0.00	172.00
HIGHWAY SALARIES	570,257.00	0.00	566,536.25	0.00	3,720.75
HIGHWAY EXPENSES	787,700.00	9,000.00	613,189.96	183,510.00	0.04
HIGHWAY NON-RECURRING	0.00	0.00	0.00	0.00	0.00
TOTAL DEPT.	1,357,957.00	9,000.00	1,179,726.21	183,510.00	3,720.79
ENGINEERING SALARIES	154,592.00	0.00	154,542.12	0.00	49.88
ENGINEERING EXPENSES	66,850.00	0.00	43,731.31	23,118.00	0.69
TOTAL DEPT.	221,442.00	0.00	198,273.43	23,118.00	50.57
HISTORICAL EXPENSES	250.00	0.00	0.00	0.00	250.00

**TOWN ACCOUNTANT
FY2013 GENERAL AND ENTERPRISE FUND EXPENDITURES**

DEPARTMENT	BUDGET	TRANS IN/OUT	EXPENDED	ENCUMBERED	SURPLUS
CONSERVATION EXPENSES	1,433.00	0.00	1,072.35	360.00	0.65
INSECT CONTROL SALARIES	2,652.00	0.00	204.00	0.00	2,448.00
INSECT CONTROL EXPENSES	2,159.00	0.00	15.36	0.00	2,143.64
TOTAL DEPT.	4,811.00	0.00	219.36	0.00	4,591.64
SANITARIAN SALARIES	10,970.00	0.00	10,720.00	0.00	250.00
SANITARIAN EXPENSES	680.00	0.00	306.80	0.00	373.20
TOTAL DEPT.	11,650.00	0.00	11,026.80	0.00	623.20
C.O.A. SALARIES	117,284.00	0.00	117,283.55	0.00	0.45
C.O.A. EXPENSES	11,100.00	0.00	10,688.14	0.00	411.86
C.O.A. NON-RECURRING	0.00	0.00	0.00	0.00	0.00
TOTAL DEPT.	128,384.00	0.00	127,971.69	0.00	412.31
VETERANS SALARIES	13,760.00	0.00	13,109.22	0.00	650.78
VETERANS EXPENSES	52,011.00	20,000.00	67,441.86	0.00	4,569.14
TOTAL DEPT.	65,771.00	20,000.00	80,551.08	0.00	5,219.92
CEMETERIES EXPENSES	27,262.00	0.00	27,262.00	0.00	0.00
CEMETERIES NON-RECURRING	0.00	0.00	0.00	0.00	0.00
TOTAL DEPT.	27,262.00	0.00	27,262.00	0.00	0.00
LIBRARY SALARIES	451,813.00	0.00	444,113.66	0.00	7,699.34
LIBRARY EXPENSES	195,188.00	0.00	185,910.90	0.00	9,277.10
TOTAL DEPT.	647,001.00	0.00	630,024.56	0.00	16,976.44
RECREATION SALARIES	188,711.00	0.00	185,365.32	0.00	3,345.68
RECREATION EXPENSES	53,194.00	32,455.00	71,600.85	14,048.00	0.15
RECREATION NON-RECURRING	0.00	0.00	0.00	0.00	0.00
TOTAL DEPT.	241,905.00	32,455.00	256,966.17	14,048.00	3,345.83
DEBT	539,500.00	0.00	538,000.00	0.00	1,500.00
INTEREST ON DEBT	177,000.00	0.00	117,933.60	0.00	59,066.40
SPECIAL ARTICLES	175,000.00	0.00	171,844.20	0.00	3,155.80
TOTAL GENERAL FUND	34,238,537.00	122,772.00	33,538,271.50	262,961.00	560,076.50

**TOWN ACCOUNTANT
FY2013 GENERAL AND ENTERPRISE FUND EXPENDITURES**

DEPARTMENT	BUDGET	TRANS IN/OUT	EXPENDED	ENCUMBERED	SURPLUS
WASTEWATER SALARIES	182,147.00	0.00	179,191.09	0.00	2,955.91
WASTEWATER EXPENSES	882,161.00	0.00	863,135.34	19,025.00	0.66
WASTEWATER NON-RECURRING	0.00	0.00	0.00	0.00	0.00
INTERFUND TRANSFERS	59,852.00	0.00	59,852.00	0.00	0.00
TOTAL DEPT.	1,124,160.00	0.00	1,102,178.43	19,025.00	2,956.57
WASTEWATER SPECIAL ARTICLES	80,000.00	0.00	954.52	79,045.48	0.00
WATER SALARIES	377,235.00	0.00	370,586.22	0.00	6,648.78
WATER EXPENSES	1,342,117.00	0.00	1,234,682.75	2,222.00	105,212.25
WATER NON-RECURRING	0.00	0.00	0.00	0.00	0.00
INTERFUND TRANSFERS	110,644.00	0.00	110,644.00	0.00	0.00
TOTAL DEPT.	1,829,996.00	0.00	1,715,912.97	2,222.00	111,861.03
WATER SPECIAL ARTICLES	50,000.00	0.00	0.00	0.00	50,000.00
SOLID WASTE SALARIES	125,500.00	0.00	124,866.85	0.00	633.15
SOLID WASTE EXPENSES	196,992.00	0.00	180,203.15	10,000.00	6,788.85
INTERFUND TRANSFERS	27,209.00	0.00	27,209.00	0.00	0.00
TOTAL DEPT.	349,701.00	0.00	332,279.00	10,000.00	7,422.00
TOTAL ENTERPRISES	3,353,857.00	0.00	3,150,370.40	31,247.00	172,239.60
TOTAL EXP GEN & ENTERPRISE FDS	37,592,394.00	122,772.00	36,688,641.90	294,208.00	732,316.10

**TOWN ACCOUNTANT
FY2013 COMBINED BALANCE SHEET**

	General	Special Revenue	Capital Projects	Enterprise	Trust & Agency	General Long Term Debt	Memorandum Only
Assets							
Cash & Cash Equivalents	2,989,945.34	1,795,412.37	284,585.47	1,698,434.87	1,757,333.42		8,525,711.47
Restricted Cash		595,249.00	11,489.61		764,131.35		1,370,869.96
Receivables:							
Property Taxes	1,046,117.28						1,046,117.28
Tax Liens	146,620.37						146,620.37
Excises	199,276.99						199,276.99
Community Preservation Act Taxes	Receivable						0.00
Utilities				4,277,334.70			4,277,334.70
Special Assessments	31,018.47						31,018.47
Other	4,864.04	806,117.40					810,981.44
Due from Other Governments	53,894.31						53,894.31
Taxes in Possession	120,461.50						120,461.50
Amt to be Provided for BANS			2,740,000.00			7,963,022.00	2,740,000.00
Amt to be Provided for Retirement of General Long		Term Obligations				1,232,026.28	7,963,022.00
Other Amounts to be Provided						\$9,195,048.28	1,232,026.28
TOTAL ASSETS	\$4,592,198.30	\$3,196,778.77	\$3,036,075.08	\$5,975,769.57	\$2,521,464.77	\$9,195,048.28	\$28,517,334.77
Liabilities & Fund Equity							
Liabilities:							
Pre-Paid Taxes	49,164.70						49,164.70
Reserved for Abatements & Exempt	263,192.41						263,192.41
Deferred Revenue	1,339,060.55	806,117.40		4,277,334.70			6,422,512.65
Performance Bonds					501,634.22		501,634.22
General Obligation Bonds							0.00
Accrued Compensated Absences							0.00
BAN'S Payable	1,651,417.66	1,300,000.00	2,740,000.00				4,040,000.00
TOTAL LIABILITIES		2,106,117.40	2,740,000.00	4,277,334.70	501,634.22	-	11,276,503.98
Fund Equity:							
Retained Earnings:							
Unreserved				884,568.34			884,568.34
Fund Balance:							
Reserved for Encumbrances	262,961.00	52,094.08		110,292.48			425,347.56
Reserved for Expenditures	82,000.00	151,623.23	284,585.47	30,000.00	1,979,099.27	9,195,048.28	11,722,356.25
Reserved for Debt Payment			-	673,574.05			673,574.05
Unreserved, Undesignated	2,595,819.64	314,518.29					2,910,337.93
Restricted Fund Balance		572,425.77	11,489.61		40,731.28		624,646.66
TOTAL EQUITY	2,940,780.64	1,090,661.37	296,075.08	1,698,434.87	2,019,830.55	9,195,048.28	17,240,830.79
TOTAL LIABILITIES & FUND EQUITY	\$4,592,198.30	\$3,196,778.77	\$3,036,075.08	\$5,975,769.57	\$2,521,464.77	\$9,195,048.28	\$28,517,334.77

CAPITAL PLANNING COMMITTEE

The Capital Planning Committee is a five-member committee, three appointed by the Board of Selectmen and two appointed by the Finance Committee. We work very closely with the Town's Finance Committee through our two liaisons. We report to the Board of Selectmen. Members serve three-year terms. Although not a prerequisite, three of our members are current or former members of the Wilbraham Finance Committee. Two of our three Selectmen were former members of this Committee. This year, our five members will have a combined 50+ years of service on either this committee or the Finance Committee.

The Capital Planning Committee reviews the capital expenditures of the Town by maintaining a Five-Year Capital Plan and a Ten-Year Capital Plan. These plans are formulated by speaking to department managers of the Town and evaluating their capital projects. Projects are such things as maintenance of town buildings, (including all school buildings, except Minnechaug Regional High School,) vehicle/fleet management, and equipment purchases that are over \$10,000. Our methodology also includes open public meetings, reviewing annual requests and recommendations submitted by town departments, on-site visits, input from citizens, and requests from the Board of Selectmen. We present our Capital Plans for review at the Annual Town Meeting. Our meeting dates are posted and residents of Wilbraham are very much welcome to attend and participate. We are happy to speak at other committee or department's meetings.

For Fiscal Year 2014, (July 30, 2013 to June 30, 2014,) the Capital Planning Committee recommended the following capital expenditures at Town Meeting and was approved:

Vehicles and Equipment: \$ 27,000
Remodeling Public Buildings: \$150,000
From Surplus Project Funds: \$111,596
(borrowing not required)

Total: \$288,596

Our committee is assisted by four, very helpful, town employees who attend most of our meetings. Our Town Treasurer/Collector Thomas Sullivan is our key re-

source for formulating our Capital Plans, preparing online scenarios and helping with our strategies, including risk assessment. Nancy Johnson, the Assistant Town Accountant, provides exceptional administrative support, research, and project work. Our Building Inspector Lance Trevallion is a great resource by monitoring and reporting to us the status of ongoing projects. Ron Rauscher, the Town Facilities Maintenance Supervisor, brings a great deal of construction and building experience to our committee.

Capital Planning Committee

Appointed by the Board of Selectmen

Robert Quintin, Chairman

Michael Mazzuca

John Strandberg

Appointed by the Finance Committee

Roger Fontaine, Vice Chair

Nicholas Manolakis

TREASURER/COLLECTOR

The Collector / Treasurer's Office is responsible for the financial administration of all municipal funds, including cash flow analysis, all aspects of debt management, collection and reconciliation of receivables and cash, tax titles, payroll, trust funds, performance bonds, preparation of various fiscal reports and compliance with applicable federal and state laws. The department also oversees the administration of employee benefits in retirement, the deferred compensation 457 plan, and the Section 125 Cafeteria plan. As Treasurer of the Town of Wilbraham, I also serve as the financial advisor to the Capital Planning Committee and forecast local receipts for the budget process, in addition to planning, designing, developing, and implementing new computerized applications for the Treasurer's Office, Collector's Office and other various departments. I am also the Tax Title Custodian for the Town of Wilbraham. The Tax Title Custodian is charged with the care, custody, management and control of all property acquired by the foreclosure of tax titles.

The Collector / Treasurer's office is also responsible for the timely billing and collection of roughly 95% of the Town of Wilbraham operating revenues. This equates to the issuance of approximately 50,000 bills annually. The department

also functions as the disbursing agent for the Town of Wilbraham and issues in excess of 16,000 payroll and accounts payable payments annually.

An update of some of the major department's activities that we have worked on is outlined below:

- ◆ The Town borrowed \$ 1,800,000 to fund the cost of the remodeling of the Fire Station on Main Street. In addition, we have received all our Federal Emergency Management Agency reimbursements and paid all unreimbursable town costs to fund the Nor'easter that hit Wilbraham on October 11, 2011. As of January 2014, we are still waiting for our reimbursement from the Federal Highway Administration which is about \$ 1,330,000. We have issued temporary debt to cover the \$ 1,330,000 until we receive this reimbursement.
- ◆ We have started the foreclosure process on 8 Dalton Street and 15 Magnolia Street for non payment of their real estate taxes. We expect to appear in the Land Court in Boston for the Final Decree of foreclosure this year.

The goal of the Treasurer / Collector's Office is to perform the duties required by the Town in an efficient and courteous manner. This goal requires teamwork to accomplish and would not be possible without the efforts of a great and friendly staff. I wish to thank Lynne, Janet, and Amy for their outstanding customer service and the work that they do for the Town.

I also wish to thank the residents of Wilbraham, the Board of Selectmen, the Finance Committee, the Capital Planning Committee and other boards and departments for their continued support and cooperation. Lastly, if you have any questions about the department or its operations, please feel free to stop in and say "Hi" or call me at 596 - 2800. EXT 130.

Thomas P. Sullivan, CMMC, CMMT
Assistant Town Administrator for Budget
and Finance / Treasurer / Collector

Lynne Frederick
Assistant Treasurer

Janet Costa
Assistant Collector

Amy Delisle
Collection/Customer Service Assistant

**TREASURER/COLLECTOR
BANK BALANCES AS OF JUNE 30, 2013**

BANK OF WESTERN MA PEOPLES UNITED	GENERAL	120,079.56		
CITIZENS	RECREATION	10,584.43		
CITIZENS	GENERAL FUND	232,072.23		
MMDT	CONSERVATION	28,590.14		
MMDT	GENERAL	280,825.25		
MMDT	STABILIZATION	0.00		
MMDT	STABILIZATION-CAPITAL PROJECTS	0.00		
MMDT	PEAK ROAD FUND	1,346.81		
MMDT	DEACON WARRINER SCH FUND	827.91		
MMDT	CHLOE BLISS STEBBINS FUND CHARITY	1,722.73		
MMDT	TERCENTARY OBSERVANCE FUND	1,416.94		
MMDT	SOLDIERS MONUMENT PK FUND	1,377.00		
MMDT	CRANE PARK MEMORIAL FUND	3,638.37		
PEOPLES SAVING BANK	GENERAL FUND	5,286,175.58		
PEOPLES SAVING BANK	DEBT CARD ACCOUNT	3,000.00		
PEOPLES SAVING BANK	STABILIZATION	1,265,152.54		
PEOPLES SAVING BANK	DEA ASSET FUND	12,626.66		
PEOPLES SAVING BANK	POLICE DRUG TRUST	65,784.70		
PEOPLES SAVING BANK	COMMUNITY PRES ACT FUND	698,360.85		
PEOPLES SAVING BANK	STABILIZATION-CAPITAL PROJECTS	201,657.66		
PEOPLES SAVING BANK	250TH ANNIVERSARY FUND	29,548.91		
PEOPLES SAVING BANK	CEMETERY TRUST	11,835.33		
TD BANKNORTH	VENDOR	416,244.09		
TD BANKNORTH	CULTURAL COUNCIL	211,611.59		
TD BANKNORTH	GENERAL	2,698.84		
UNIBANK	SCHOOL LOT FUND	723,157.97		
UNITED BANK	CEMETERY TRUST	796.69		
UNITED BANK	GENERAL FUND	25.58		
UNITED BANK	O.P.E.B. LIABILITY TRUST FUND	26.94		
UNITED BANK	CHLOE BLISS STEBBINS FUND- LIBRARY	27.30		
UNITED BANK		568.32		
TOTAL BANK ACCOUNTS	CEMETERY TRUST	9,611,780.92		
CERTIFICATE OF DEPOSIT	O.P.E.B. LIABILITY TRUST FUND	33,000.00		
CERTIFICATE OF DEPOSITS		221,765.85		
TOTAL CASH		9,866,546.77		

TREASURER/COLLECTOR
CASH PAID JULY 1, 2012 TO JUNE 30, 2013

TAXES:		OUTSTANDING	COMMITTED	REFUNDS	TREASURER	ABATED & EXP	TRANSFERS	OUTSTANDING
PERSONAL PROPERTY								
1994		2,653						2,653
1995		2,888						2,888
1996		2,611						2,611
1997		2,442						2,442
1998		3,058						3,058
1999		2,708						2,708
2000		2,402						2,402
2001		2,338						2,338
2002		358						358
2003		914						914
2005		280						280
2006		385						385
2007		1,139						1,139
2008		1,491						1,491
2009		1,822		52,602		52,602		1,822
2010		1,762						1,762
2011		3,097			17			3,080
2012		3,577			208			3,369
2013			668,304	806	665,161			3,950
2014								0
REAL ESTATE							TAX TITLE	
1990		616						616
1991		8,387						8,387
1992		993						993
2009		8,562			333	0		8,229
2010		104,223			88,450	1,961	3,771	10,042
2011		233,768	0	0	116,869	0	3,880	113,019
2012		541,558	723	1,301	264,290	1,264	35,293	242,736
2013			30,690,660	35,374	29,962,779	140,809		622,446
2014								0
PREPAID TAXES		-42,998			6,167			-49,165
CPA								
2009		101				0		101
2010		890			711	29	32	117
2011		2,037	0	0	1,157	0	33	846
2012		4,815	11	19	2,388	19	346	2,092
2013			304,144	95	296,151	2,549		5,539
2014								0
PAYMENT IN								
LIEU OF TAXES - 2013			2,526		2,526			0
MOTOR VEHICLE EXCISE								
PRIOR YEARS		0	0		1,211			-1,211
2005		5,775			0	5,775		0
2006		5,960	0		0	5,960		0
2007		5,041	0	0		5,041		0
2008		3,387	0	0	604	0		2,783
2009		6,833	0	0	1,926	0		4,907
2010		8,700	0	339	2,611	339		6,089
2011		19,688	0	608	8,815	1,167		10,314
2012		100,723	175,464	15,522	249,423	18,131		24,155
2013			1,756,444	15,107	1,589,015	31,507		151,029
FARM ANIMAL EXCISE								
2012			367		367			0
APPORTIONED SEWER								
MAIN ST PROJ PD IN ADV		0	17,985		17,985			0
BETTERMENTS ADDED TO TAXES SEWER								
2013			720		720			0
BETTERMENTS MAIN STREET								
2011		1,090	0		545		0	545
2012		1,635	0		0	0	545	1,090
2013			163,410		160,071			3,339
BETTERMENTS ADDED TO TAXES WATER								
2013			211		211			0

TREASURER/COLLECTOR
CASH PAID JULY 1, 2012 TO JUNE 30, 2013

TAXES:		OUTSTANDING	COMMITTED	REFUNDS	TREASURER	ABATED	TRANSFERS	OUTSTANDING
COMMITTED INTEREST SEWER								
PAID IN ADVANCE		58						58
2013		36			36			0
PAID IN ADVANCE MAIN STREET			396		396			0
2011 MAIN STREET		1,033	0		516		0	517
2012		1,476	0		0		492	984
2013			132,528		129,749			2,779
COMMITTED INTEREST WATER								
PAID IN ADVANCE			0		0			0
2013			11		11			0
LIENS ADDED TO TAXES SEWER								
2010		1,092			1,092			0
2011		1,356	0		1,266		0	90
2012		1,787	0		122		237	1,428
2013			6,331		4,019			2,312
LIENS ADDED TO TAXES WATER								
2010		111			111			0
2011		151	0		151		0	0
2012		429	0		86		130	213
2013			3,003		2,888			115
POLICE FALSE ALARM LIENS								
2013			200		200		0	0
WATER DEPARTMENT							TRANSFERS	
WATER RATES		8,836	1,792,176	202	1,761,770	17,014	2,063	20,367
SEWER DEPARTMENT								
SEF		0			0			0
SEWER USE		13,159	871,713	23	814,968	44,862	4,958	20,107
LANDFILL							TRANSFERS	
2012		298,610	0		0	298,610		0
2013			455,635	170	170,320			285,485
ACCOUNTS RECEIVABLE:								
LIQUOR LICENSES		0	35,544		35,544			0
VETERANS SERVICES		31,087	48,123		25,315	1		53,894
SEWER PRIVLEDGE FEE								
TOWN & HIGH SCHOOL			1,556,520		100,280	0		1,456,240
SEWER PRIVLEDGE FEE INTEREST			77,826		78,003			-177
TOTALS		1,416,930	38,760,974	122,169	36,567,556	627,640	51,780	3,053,097
ITEMS COLLECTED								
INTEREST - TAXES - CPA					134,626			
FEES - TAXES, WATER, SEWER, SEWER AVAILABILITY, ETC					86,804			
BAG STICKERS & 2ND CAR STICKERS					7,885			
POLICE FALSE ALARMS					100			
LANDFILL MISC					210			
MUNICIPAL LIENS					16,212			
					=====			
TOTAL CASH PAID TO TREASURER					36,813,392			

**TREASURER/COLLECTOR
FY'2013 DEBT SERVICE REPORT**

[illegible]

**TREASURER/COLLECTOR
FY' 2013 CEMETERY REPORT**

			STATEMENT OF TRUST FUNDS FY		2013		
	BALANCE	EXPENDABLE	NEW	INTEREST & DIVIDENDS	EXPENSES	BALANCE	EXPENDABLE
	30-Jun-12	30-Jun-12	FY 2013	FY 2013	FY 2013	30-Jun-13	6/30/2013
TOTAL CEMETERIES	\$43,217.22	\$6,704.64	\$1,000.00	\$978.68	\$2,671.99	\$42,523.91	\$5,011.33
	39679.58			THE VALUE OF STOCK DONATED BY			
	\$3,537.64			ETHELBERT BLISS			
				AS OF JUNE 30, 2013			
NAME	SHARES	PRICE	VALUE	NAME	SHARES	PRICE	VALUE
LSI LOGIC CORPORATION (LSI)	4	\$7.14	\$28.56	COMCAST CORP. (CMCSK)	54	\$39.67	\$2,142.18
FAIRPOINT COMMUNICATIONS (FRP)	1	\$8.35	\$8.35	ALCATEL - LUCENT (ALU)	14	\$1.82	\$25.48
ATT (T)	360	\$35.40	\$12,744.00	CENTURY LINK (CTL)	6.8224	\$35.35	\$241.17
FRONTIER COMMUNICATIONS (FTR)	20	\$3.96	\$79.20				
VERIZON (VZ)	84	\$50.34	\$4,228.56	VODAFONE (VOD)	52	\$28.75	\$1,495.00
			TOTAL VALUE	\$20,992.50			
MISC FUNDS	PRINCIPAL	MISC FUNDS	PRINCIPAL	MISC FUNDS	PRINCIPAL	MISC FUNDS	PRINCIPAL
IN TRUST FOR	AMOUNT	IN TRUST FOR	AMOUNT	IN TRUST FOR	AMOUNT	IN TRUST FOR	AMOUNT
PEAKE ROAD	\$434.90	CHLOE B. STEBBINS (LIBRARY)	\$100.00				
SCHOOL LOT FUND	\$641.74	TERCENTARY OBSERVANCE	\$250.00				
SOLDIERS' MONUMENT	\$1,000.00	DEACON WARRINER SCHOOL	\$667.00				
		CHLOE B. STEBBINS (POOR FUND)	\$100.00				
	TOTAL MISC NON-EXPENDABLE TRUST AMOUNT					\$3,193.64	
	BALANCE	EXPENDABLE	INTEREST		EXPENSES	BALANCE	EXPENDABLE
	30-Jun-12	30-Jun-12	FY 2013		FY 2013	6/30/2013	6/30/2013
MISCELLANEOUS							
PEAKE ROAD	\$1,343.58	\$908.68	\$3.23		\$0.00	\$1,346.81	\$911.91
SCHOOL LOT FUND	\$795.35	\$153.61	\$1.34		\$0.00	\$796.69	\$154.95
SOLDIERS' MONUMENT	\$1,373.73	\$373.73	\$3.27		\$0.00	\$1,377.00	\$377.00
CHLOE B. STEBBINS (POOR FUND)	\$1,718.94	\$1,618.94	\$3.79		\$0.00	\$1,722.73	\$1,622.73
CHLOE B. STEBBINS (LIBRARY)	\$1,716.12	\$1,616.12	\$2.20		\$1,150.00	\$568.32	\$468.32
TERCENTARY OBSERVANCE	\$1,413.60	\$1,163.60	\$3.34		\$0.00	\$1,416.94	\$1,166.94
DEACON WARRINER SCHOOL	\$826.59	\$159.59	\$1.44		\$0.00	\$828.03	\$161.03
TOTAL MISCELLANEOUS	\$9,187.91	\$5,994.27	\$18.61		\$1,150.00	\$8,056.52	\$4,862.88
TOTAL CEMETERIES AND MISCELLANEOUS	\$52,405.13	\$12,698.91	\$1,018.61		\$3,821.99	\$50,580.43	\$9,874.21
			INTEREST	TRANSFERS IN	TRANSFERS OUT		EXPENDABLE
							6/30/2013
STABILIZATION FUND		\$1,259,187.46	\$5,965.08		\$0.00		\$1,265,152.54
STABILIZATION FUND CAPITAL PROJECTS		\$200,944.57	\$713.09				\$201,657.66
POLICE DRUG FUND		\$65,142.82	\$213.38	\$928.50	\$500.00		\$65,784.70
POLICE DEA ASSET FUND		\$3,963.60	\$18.06	\$8,645.00			\$12,626.66
CONSERVATION FUND	\$28,449.88	\$28,528.28				\$28,449.88	\$28,528.28

PUBLIC WORKS

DEPARTMENT. OF PUBLIC WORKS

The Wilbraham Department of Public Works is pleased to submit our annual 2013 report for the five (5) divisions under its umbrella. The following are the individual reports listing some of the accomplishments that occurred during the year in the Water, Wastewater, Disposal & Recycling (DRC), Highway and Engineering divisions.

HIGHWAY DIVISION

The Highway Division is responsible for the maintenance of approximately 125 miles of roadways, drainage systems, and all traffic and street signage. The division is also responsible for all winter maintenance operations with the goal of safe roads for the motoring public. The Highway Division is made up of 1 foreman and 8 heavy equipment operators. In the shop, there are two mechanics whose primary responsibility is maintaining and repairing all Department of Public Works' vehicles and equipment.

Responsibilities of the Division:

- ◆ Winter Road Maintenance (Plowing and Salting)
- ◆ Drainage System Maintenance and Repair
- ◆ Town Wide Street Sweeping
- ◆ Crosswalk/Stop Bar Painting
- ◆ Signage Manufacturing, Installation and Repair
- ◆ Road-Side Mowing
- ◆ Pavement Maintenance and Repair
- ◆ Equipment Maintenance and Repair

The winter of 2012-2013 brought us approximately 46" of snow accumulation for the winter season. Much of that snow came from a Blizzard on February 8, 2013, which totaled 20" of snow resulting in a Federal Emergency Management Agency (FEMA) declared event. The Town received a reimbursement of approximately \$50,000 for the blizzard.

The Highway Division purchased a new truck lift system for the fleet maintenance shop. The lifts replaced an old and failed truck lift. The division also purchased, through capital funding, two new 1-1/2 ton dump trucks with plows, pothole patching trailer, Bobcat skid steer, and slide-in sanders for improved snow and ice control capabilities.

The Highway Division continues to utilize the new sign making equipment to replace and update street and traffic signs throughout Town. The equipment has also been utilized for labeling new vehicles as well as making signage for other Town agencies and committees for event notifications.

The Highway Division completed various projects throughout the Town including:

- ◆ Tinkham Road: drainage pipe extension and outfall as well as complete restoration of the disturbed property.
- ◆ Opal Street: Added additional drainage piping to handle heavy rain events and successfully eliminated road flooding.
- ◆ Manchonis Road: A contract was awarded and 2000' of failing 24" rein-

forced concrete pipe was replaced with 24" corrugated plastic pipe.

- ◆ Arbor Lane: Installed new catch basin and drainage pipe to improve road run off and eliminate flooding and icing issues.
- ◆ Dudley Street: Installed new catch basins and drainage pipe to eliminate flooding and icing issues
- ◆ Spec Pond: Installed new catch basins and pipe to control storm run off.
- ◆ Street Signs: Made substantial progress in replacing street name signs on our primary roads which meet Federal Highway Administration requirements.
- ◆ Sign Inventory: All signage was inventoried throughout town and located using GPS technology and imported into an electronic database.

The list below is roadway improvements that were completed in 2013. The Highway Division, along with contracted services, performed preliminary improvements to structures and drainage systems associated with the pavement improvements. Approximately 12,000 tons of pav-

(Continued on page 41)

HIGHWAY—ROADS PAVED 2013

Street	Location	Description of Work
Stony Hill Road	Soule Road to Town Line	Reclaimed, Binder and Top
Soule Road	Main Street to Meadow View Road.	Hot In-place Recycling and Top
Maynard Road	Boston Road to Mass Pike	Reclaimed, Binder, Top
Silver Street	Boston Road to Town Line	Reclaimed, Binder and Top
Woodside Drive	Entire Length	Reclaimed, Binder and Top
Tall Timber Drive	Entire Length	Reclaimed, Binder and Top
Monson Road	Main Street to Bolles Road	Hot In-Place and Top
Monson Road	Ridge Road to Glendale Road	Hot In-Place and Top
Fairview Road	Entire Length	Reclaim, Binder and Top
Manchonis Road	Grove Road to Forest Street	Milled and Top
East Long-meadow Road	Stony Hill Road to Town Line	Hot In-Place and Top

(Continued from page 40)

ing was accomplished as part of this contract at a cost of \$65.75/ton. The extensive road work required a substantial lawn restoration and road edge restoration which was performed by the Highway Maintenance division.

Highway Employees

William Sperrazza, Superintendent of Operations

Dennis Dumais, DPW Foreman

Timothy Grise

Paul Maguire

Mitchell Opalinski

Richard Vierthaler

Vinnie Pafumi

Richard Searles

Jeff Lewis

Gary Butler

Douglas Cutler

Thomas Tassinari

WASTEWATER DIVISION

The Wilbraham Wastewater Department is an enterprise fund that generates revenue through consumption based semi-annual sewer billing. Most of the customers' sewer bills are calculated directly from their water meter readings. The sewer revenues are used to pay for the operation and maintenance of the wastewater collection system, capital improvements, and necessary wastewater treatment.

The Wastewater Division has a total of ten pumping stations that pump wastewater to the Springfield Regional Wastewater Treatment Plant located at Bondi's Island. We also assist other departments that have pump stations when they reach out for help. The Springfield Water and Sewer Commission sends the Town a sewer bill which is based on the Town's total annual flow and average concentration (Biochemical Oxygen Demand and Total Suspended Solids). Wilbraham pumped 132 million gallons of wastewater to Bondi's Island in FY 2013.

The two full time wastewater employees maintained ten pump stations which includes pump maintenance, assisting Springfield with sampling, building maintenance and flow recording. This year we

also were able to purchase a new truck with hoist for the department. Staff responded to sewer breaks and blocks as well as a pump station repair. Staff also investigated illicit sanitary connections such as sump pumps. Residents who have connected their sump pump to the Town's sewer system are responsible for a considerable amount of burden on the collection system and pumping stations, which results in increased sewer rates.

If you're connected to the municipal sewer system, there are a number of things you can do to prevent problems from occurring in the Town sewer system and on your property. Do not connect sump pumps, storm drains or troughs of any kind into the system. Grease or oil should not be put into the drains. (Allow grease or oil to cool before throwing it into the garbage.) Don't build decks, sheds, or plant trees near or over sewer lines.

We are pleased to report that the rates have not changed since 2010

Residential Rate: \$4.10 per 100 cubic feet

Minimum charge: \$52.50

Maximum charge: \$492.00

Flat Rate: \$270.60

Commercial Rate: \$5.00 per 100 cubic feet

Wastewater Employees

Richard Zamora, DPW Foreman/

Technician

Daniel Gore

WATER DIVISION

During 2013, the list of duties performed by the Water Division under the supervision of Michael Framarin, Water Superintendent, included: maintaining the four water booster stations, the 2.1 million gallon water tank and our corrosion control facility; three (3) water breaks were repaired, 14 new water service installations (8 of them in the Washington Heights sub-division), 85 fire hydrants were flushed and checked for proper drainage, two (2) fire hydrants were replaced, over 70 main line gate valves were cleaned and checked for operation and

exercised, 201 work orders of various tasks were accomplished, 114 testable backflow prevention devices were tested at least once per Massachusetts Department of Environmental Protection (DEP) regulations, over 200 water samples were taken for water quality analysis and 3,300 meters were read during March and then again in September. Total water usage in 2013 was 403,451,000 gallons as measured by the Massachusetts Water Resources Authority (MWRA) master meter. This amount is 9% less than 2012 (440,981,000). This past May and June were relatively cool and damp, July was warm but there were rain showers and thunderstorms nearly every other day.

The Massachusetts DEP Drinking Water Program conducted its once every three years Sanitary Survey Inspection of the Wilbraham Water Department in April, 2013. The inspection report required that several items be accomplished including:

1. Developing a formal written Maintenance Plan by August 31, 2013;
2. Provide emergency standby electrical generators at the Brookmont Drive and McIntosh Drive water booster stations by December 31, 2015; and
3. That Wilbraham complete a comprehensive Master Plan for the water system by December 31, 2015. The Maintenance Plan was developed by Tighe & Bond, Inc., and was submitted to DEP in August, 2013.

Documents submitted to DEP in 2013 included dozens of water quality results forms, weekly chlorine residual, water pressure and pH charts, the Annual Statistical Report, the formal written Maintenance Plan & Consumer Confidence Report, (which was also mailed to every household and business in our Public Water System.) Also, monthly state forms are sent in to DEP for documentation of water usage and chemical additions to our water.

The Corrosion Control Facility (CCF) on Miller Street in Ludlow, MA operated successfully in 2013 as two new pressure reducing valves (PRV) were installed; one for high flow conditions and the other for low flows. The work was accomplished by Gomes Construction, Inc. of Ludlow, MA for approximately \$32,500. The new PRV's automatically reduce high pressure coming from Quabbin Reservoir to a useable pressure range compatible with our water distribution system hydraulics.

The Glenn Drive Water Booster Station had a major renovation accomplished with the installation of new stainless steel eight inch diameter suction and discharge headers and isolation valves. The existing welded steel piping had developed numerous leaks over the last several years and the decision was made to replace all of the headers rather than just keep welding and patching the old steel pipe. The work was accomplished by Weston & Sampson, Inc. of Peabody, MA for a cost of \$41,500.

The other three water booster stations (Brookmont Drive, McIntosh Drive and Old Orchard) had minor mechanical problems and were repaired as needed. The replacing of the electrical solenoid valves at Brookmont Drive station being the most notable.

The MWRA in its effort to comply with federal and state regulations continues to increase our cost for water from the Quabbin Reservoir. Complying with regulatory changes such as Ultraviolet Radiation (UV) disinfection, the building of the twenty-five million gallon covered water storage tanks at Nash Hill in Ludlow and the Pipeline Redundancy Project during the last sixteen years cost millions of dollars. The projected MWRA's Fiscal Year 2015 assessment for Wilbraham is \$761,000.00 (approximately \$52,000.00 or 7.3% increase over Fiscal Year 2014 actual assessment of \$709,196.00.) Since 1997, our costs for water from Quabbin Reservoir has increased over 3,000% (\$25,000 as compared to \$761,000). It's no wonder that the average water bill continues to rise significantly since the water rates have to cover this ever increasing cost of purchasing water.

Water Rates as of April 1, 2013

Current Rates

\$3.85/100 cf: 0-10,000 cf
 \$4.05/100 cf: 10,001 – 20,000 cf
 \$4.25/100 cf: 20,001 cf and up
 \$57.75: minimum bill

Water Division Employees:

***Michael Framarin, Water Supt.
 Robert Gibson
 Anthony Garceau
 Lionel Duquette
 Paul Willoughby
 Kevin LaPlante***

DISPOSAL & RECYCLING CENTER

SOLID WASTE DIVISION

The solid waste activities at the landfill site were supervised by William Sperrazza and supported by one full-time and one part-time employee. The landfill was active until 1995 and was served and supported by the entire Town of Wilbraham. Although the landfill has been capped for a number of years, groundwater monitoring, perimeter gas point monitoring, site inspections and associated reports are completed by the Engineering Division and the Town's consultant, Tighe & Bond, throughout the year as part of the mandatory post closure regulations set by the Department of Environmental Protection (DEP).

The landfill property is currently permitted as a Disposal and Recycling Center (DRC), as well as a composting site. The DRC is an Enterprise Fund that is solely supported by the users of the facility through annual permits and the pay as you throw bags. In fiscal year 2013, the DRC had 1816 customers that generated 722 tons of trash and 566 tons of recyclables. User fees collected for the DRC are used to pay a private hauler to transport the solid waste from the Transfer Station to Covanta Springfield, LLC in Agawam,

DRC HOURS OF OPERATION

Sunday	12pm-5pm
Monday	Closed
Tuesday	Closed
Wednesday	7am-3pm
Thursday	Closed
Friday	7am-3pm
Saturday	7am-5pm

where it is burned to make electricity. User fees are also used to pay for the hauling and disposal of various recyclables.

The DRC also accepts scrap metal, grass clippings, brush, leaves, television sets, computers, twenty pound propane gas tanks, fluorescent light bulbs, air conditioners, and batteries. The DRC facility is also the Town's composting site. Grass

clippings, brush and leaves are processed into loam.

DRC customers are also able to utilize the Regional Household Hazardous Waste Day that is held once a year. Some of the items accepted are antifreeze, fertilizer, insect spray, mercury bearing waste, wet paint (lead based only), and more. Collections are by appointment only.

PAY AS YOU THROW PROGRAM CURRENT RATES

Sticker Fee	\$100.00
Senior Rates	\$85.00
Bag Fee 33 gallon	\$2.25
Bag Fee 16 gallon	\$1.25

Also recycled are books, bottles, cans and clothes for Planet Aid and the Salvation Army. All these donations are distributed to outreach programs such as Books for Troops, Cub Scouts, Boy Scouts and the Venture Crew.

DRC/Solid Waste Division Employees

***Robert Bisi
 Bruce Strong***

ENGINEERING DIVISION

The Engineering Division is the liaison between residents and the Public Works Divisions. Engineering works cooperatively on projects with other Town departments, Town organizations, state and federal agencies and other municipalities. Engineering provides the technical support for public work's related activities within the Town including, but not limited to, construction projects, drainage problems, potholes, water/sewer billing, septic systems, storm water permits, traffic related signage concerns, road damage, potable water issues, public sewer problems, snow removal, roadside mowing, solid waste/DRC, traffic, and town mapping (GIS).

While managing the DPW projects, Engineering is also responsible for providing customer service to the Town residents such as updating the information posted on

the DPW website including project updates, available forms and applications, licensed contractors for water, sewer, and septic system installations as well as storm water and DRC updates. Engineering logged, tracked, and responded to thousands of service requests. The Department takes pride in working with the public and encourages residents to stop in or call.

The Engineering Department is pleased to participate in the Minnechaug Regional High School's Career Internship Program for students. We typically mentor two students during the school year. This year we welcomed Philip Pickering and Bridget Tarpey who had elected to learn how our department works.

The following is a list of some statistics from daily business activities completed within the division:

Drainlayers' (Sewer Installers') Licenses	12
Pavement Cut/Stormwater Permits and Inspections	105
Residential Inquiries Reported and Investigated	3200
Sanitary Sewer Connection Permits and Inspections	12
Septage Haulers' Licenses	6
Septic System Installers' Licenses	22
Water Installers' Licenses	8
Water and Sewer Semi-Annual Bills	3464
Water Backflow Bills	45
Trash Haulers' Licenses	5

Members of the Engineering staff are responsible for attending and participating in various meetings including, but not limited to, Board of Selectmen, Planning Board, Conservation Commission, Water Commissioners, Sewer Advisory Board, Massachusetts Water Resource Authority, Finance Committee, Capital Planning, Department Head and Financial Staff.

Members of the Engineering staff are also members of the organizations outlined in

- ◆ Stormwater Committee.
- ◆ Joint Transportation Committee at the Pioneer Valley Planning Commission
- ◆ Geographic Information System Committee
- ◆ Transportation Improvement Project Sub-Committee
- ◆ Local Emergency Planning Commission
- ◆ Chicopee Valley Aqueduct Working Group
- ◆ Traffic Safety Committee
- ◆ Tri County Highway Superintendents
- ◆ Mass Highway Association
- ◆ Central Massachusetts Regional Stormwater Coalition

the highlighted table in the next column.

The following list below highlights activities and accomplishments in 2013:

Wilbraham Landfill Solar Power Project – Assisted in selecting a consultant and reviewing the proposal for installing a solar array on the landfill.

Central Massachusetts Regional Stormwater Coalition (CMRSC)– Joined the Central Massachusetts Regional Stormwater Coalition as part of a regional stormwater grant. The coalition received a grant to provide services for the 31 participating communities. Some of the services include providing computer tablets to each community, testing kits, training, standardized forms and assistance with infrastructure mapping.

Stormwater Phase II Project – Continued mapping the stormwater infrastructure and inventorying outfall condition.

Sign Inventory Project – Worked with staff in the Senior Work-Off Abatement Program to GPS and inventory

Town road signs in preparation from upcoming sign replacement regulations.

Storm Recovery Damage Forest Restoration Project – Completed the cleanup of over 100 acres of storm damaged Town land.

FEMA Hazardous Mitigation Grant Applications–Purchased and installed a generator at the DPW building using \$120,000 of grant funds. Applied for grant funding for more generators at two water pump stations. Was awarded \$386,000 grant funding for culvert improvements on Woodland Dell. Construction will begin January 2014 and be completed by July 2014.

Hazard Mitigation Plan: Developed and prepared a new plan for the Town of Wilbraham for submission to FEMA

Road Resurfacing Projects: Prepared the necessary bid documents for 2013 road resurfacing and drainage projects as well as the Chapter 90 reimbursement paper work. This year Engineering contracted two types of road resurfacing projects involving highway rehabilitation and asphalt paving. The goal is to find the most cost effective pavement management practice for each road.

Geographic Information System (GIS): Started developing a GIS application that will enable DPW staff to access critical record map information in the field on mobile devices. DPW staff continued to map the Town utilities including drainage, water and sewer infrastructure. Zoning, road edge, building footprints and other associated planimetric features were updated on a regular basis.

Manchonis Road Drainage Improvement Project – Contracted and coordinated the replacement of 2,000 feet of 24" drainage pipe and associated structures.

Stony Hill Road S-Curves – Reestablished the road profile of Stony Hill Road from Soule Road to the Town Line. Sections of the vertical and horizontal curves were modified to increase the line of sight making it a safer road.

(Continued on page 44)

Engineering Employees

**Edmond W. Miga, Jr., P.E. DPW
Director/Town Engineer**

**Tonya L. Basch, P.E.
Assistant DPW Director/Engineer**

**Donna Daviau
Administrative Assistant**

**Krystine Viess
Administrative Assistant**

**Dena Grochmal,
Engineering Assistant**

Conclusion:

As always it has been a pleasure to work for the Town and be part of a very successful team. We have a tremendous group of residents that give their time to be part of committees. Thanks to all of their efforts we are able to make our community a better place to live. Special thanks to all the DPW staff that work so hard and sometimes under harsh weather conditions at all hours of the day to make sure we are safe.

TREE WARDEN

As Tree Warden, I have been working very closely with representatives and senior arborists from our utility company National Grid. We worked with National Grid on the Hazard Tree Mitigation Pro-

gram. The program involved a tree-by-tree hazard assessment of the main three-phase lines in Wilbraham. Town-owned trees that are hazardous and/or prone to failure pose a threat to Public Safety and endanger the reliability of National Grid's main distribution lines along our roadways. Town Trees were identified for removal or pruning in an effort to reduce or eliminate their risk of failure due to any future storms. A majority of this work was completed in Wilbraham this past autumn.

I had the opportunity to continue a very good and worthwhile project that was begun several years ago by the Wilbraham Woman's Club. This is the Commemorative Tree Planting Program. This tree program is one that past Tree Warden Dick Swain was very involved in.

I was involved in the planting of 14 shade & ornamental trees along the Tinkham Road tree belt. I chose these locations because the Tinkham Road area was so heavily damaged during the storms of 2011. Additional tree plantings along this stretch of Town right-of-way was much needed.

I am also continuing to work with the Towns' contracted tree professionals, Northern Tree Service regarding the on-going pruning & removal of Town Trees.



Photo courtesy of Department of Public Works.

On a day-to-day basis, I am responding to Town Residents regarding Town tree issues that may impact Public Safety. I meet with Residents and make assessments concerning the health and condition of trees to determine if trees should be trimmed, removed or require other preventative maintenance.

My long-term goal is to preserve and protect Wilbraham's urban forest, all community trees that fall within the Towns' right of way, trees in Town parks, schoolyards, and common areas.

I would like to thank Bill Sperrazza, Superintendent of DPW Operations, who acted as temporary Tree Warden after Richard Swain passed last year. Bill helped me transition into the new role of Tree Warden, giving me the tools, guidance and support to take on the position.

*Respectfully submitted,
David Graziano
Tree Warden*



New Hot Box in Department of Public Works. Photo courtesy of Department of Public Works.

DID YOU KNOW?

Forest management plays a key role in mitigating climate control by removing carbon dioxide from the air.

BUILDING & LAND USE

AGRICULTURE COMMISSION

The Wilbraham Agricultural Commission was thrilled to recognize the fine remembrances brought forth by the 250th Anniversary celebrations – many of which acknowledged Wilbraham's rich agricultural history.

The Agriculture Commission is committed to its current-day mission to, “represent the farming community, encourage the pursuit of agriculture [by ALL Wilbraham citizens], promote agriculture-based economic activities and preserve, revitalize and sustain the Town's agricultural businesses and lands.”

The Agriculture Commission is pleased to report that in 2013 certain town-owned lands are once again being maintained in agricultural use by a collaboration of relevant Town Boards, Commissions, Committees, Trusts and citizens. Town-owned lands near the Great White Cedar Swamp Conservation Area are being hayed again. And two additional Farmers' Markets were added in 2013.

The Agriculture Commission, in collaboration with the McDonald Nature Preserve

and others, are actively pursuing additional agricultural uses of the Preservation and Town-owned lands, including a proposed pumpkin patch for the use of Wilbraham citizens. And a potential “tree seedling” program is being pursued for the coming year.

Thanks to all Wilbraham supporters of agriculture – farmers and backyard gardeners alike.

Agriculture Commission

Rob Anderson, Chairman

Maura Lessard

Robert Matthews

Judy VanRaalte

Edna Colcord (resigned 2013)

BUILDING DEPARTMENT

Lance Trevallion has been the Building Inspector/Zoning Enforcement Officer for the Town of Wilbraham for over 15 years. Administrative Assistant, Melissa Graves has been working with Lance for almost 10 years. The Department welcomed a new addition to the team, Sheileen Carlotto, to assist with the numerous daily challenges of keeping the building projects organized. She will be a great asset to the department.

Thankfully, Wilbraham did not experience any extreme weather events in the year 2013. The building permits for roofing and siding are still trickling in from the storm events of 2011. Estimates show that almost 17% of households in Wilbraham had to repair and/or replace the siding and/or roofing on their homes as a result of the extreme storm events in 2011.

Eight local communities (Belchertown, Wilbraham, East Longmeadow, Hampden, Longmeadow, Monson, Palmer and Springfield) continue to participate in the Western Massachusetts Energy Save Initiative. Homeowners responded in full force to this incentive to identify where insulation is needed in their homes. Rebates ranged from \$100 to \$1500 depending on what the resident did to upgrade their home energy equipment and insulation. The permits received in the Building Department for insulation increased from thirty-eight in 2012 to ninety-three in 2013.

Both, the Electrical and the Plumbing/Gas Inspectors work part-time for the Town. Bernie Sears has been inspecting plumbing and gas jobs since 1998. Paul Shepardson, the Electrical Inspector began working for Wilbraham in 2006. Mr. Shepardson was a great asset to the Town but decided to move on to another challenge in October. We received quite an amount of interest from well qualified applicants to take his place and our newest Electrical Inspector is Edward White.



Hay Barn at MacDonald's Nature Preserve.
Photo courtesy of the Agriculture Commission

(Continued on page 46)

(Continued from page 45)

Building Permits:

(Inspector Lance Trevallion)

Permits issued: 569
Fees Collected: \$114,790
Inspections: 1600+

Plumbing/Gas Permits:

(Inspector Bernie Sears)

Permits issued: 465
Fees Collected: \$26,445
Inspections: 700+

Electrical Permits:

(Inspectors Paul Shepardson/Ed White)

Permits issued: 370
Fees Collected: \$24,780
Inspections: 700+

The Building Department also processes applications for annual inspections for occupancy of public buildings. These inspections are required annually to ensure safe emergency exits, maximum occupancy numbers and exit lighting. This includes all schools, churches, restaurants, day care centers, gyms, and any other location that the public would gather and/or visit. In the year of 2013, Lance inspected 71 locations, including 12 buildings at the Wilbraham & Monson Academy, Wilbraham school buildings and 16 restaurants. The total fees collected in 2013 were \$1800.00.

Lance Trevallion
Building Inspector

Bernard Sears
Plumbing/Gas Inspector

Paul Shepardson
Electrical Inspector (resigned)

Edward White
Electrical Inspector

Melissa Graves
Administrative Assistant

Sheileen Carlotto
Building Clerk

COMMUNITY GARDENS

There are many advantages to growing and harvesting your own food. You plant exactly what you like and perhaps a few extra items that you want to try for the first time. Why not attempt to grow those specialty items instead of paying high prices at the grocery store. We have numerous families that get together and rent several plots sharing the responsibilities and the

rewards. A Community Garden creates opportunity for recreation, exercise, therapy and education. Having a garden plot encourages self-reliance, provides nutritious food for your family and reduces a family's annual food budget. Community Gardens have gained popularity over the past several years in part because of the high price increase in fresh vegetables at the supermarkets. On average, a vegetable travels 1,500 miles from field to fork.

(Continued on page 47)

Residential Permits	Number	Est. Construction Cost
New Construction	18	\$4,744,744.00
Roof/Siding/Windows	143	\$1,759,963.71
Additions	23	\$1,080,790.0
Alterations/Renovations	99	\$3,193,347.07
Solar Panel Installation	4	\$174,080.00
Insulation	93	\$241,713.36
Deck	16	\$310,570.00
Garages	5	\$124,600.00
Accessory Buildings/ Sheds	26	\$188,282.50
Swimming Pools	16	\$347,442.00
Sheet Metal	12	\$125,276.85
Demolitions	8	\$94,600.00
Wood/Pellet Stoves	39	\$92,281.00
Swimming Pool Demolition	2	\$7,600.00
Signs	1	\$125.00
TOTAL	505	\$12,482,415.49

Commercial Permits	Number	Est. Construction Costs
New Construction	2	\$2,711,124.00
Roof/Siding/Windows	12	\$3,128,355.88
Alterations/Renovations	14	\$630,787.00
Additions	1	\$14,000.00
Signs	18	\$76,850.00
Decks	1	\$20,000.00
Sheds/Accessory Buildings	2	\$41,600.00
Sheet Metal	2	\$71,350.00
Temporary Tents	12	xxx.xx
TOTAL	64	\$6,694,046.88

(Continued from page 46)

As a result of the climate and weather patterns in the Northeast, our outdoor growing season is limited to May through early November. The Wilbraham Community Garden applied, and approved at Town Meeting, for Community Preservation Act (CPA) funds to construct a greenhouse on the property. Several factors affected the style and size of the greenhouse; whereas the structure will be open to the public. For this reason, the greenhouse had to comply with the American's with Disabilities Act, building codes, such as like wind and snow load, as well as be secure from burglary and vandalism. In addition to the CPA funds, we also received a \$1,000.00 grant from New England Grassroots Environmental Fund to help with associated costs of constructing the greenhouse. The goal is to have the structure be as self-sufficient as possible utilizing gutters and rain barrels for water in addition to solar powered roof vents and lighting. Construction is scheduled to begin in early 2014.

We had the 7th Annual "Plowing the Community Garden" event in May that included having the Eastern Connecticut Draft Horse Association plow the garden with their teams of horses. We had several vendors selling everything from homemade jewelry to kettle corn as well as plant vendors selling seedlings and flowers. Horse-drawn hay rides by Mainely Drafts from Ludlow were enjoyed by many spectators. Cameron Sutphin, a local singer and guitarist entertained the crowd at lunchtime. The crowd made him feel welcome and some even bought his CD.

Garden plots are available on a first-come, first-served basis with priority given to returning gardeners. New and returning gardeners are invited to attend the annual spring sign-up meeting held at the Wilbraham Town Hall prior to the growing season. The exact date of the meeting is published in the local newspaper. Garden plots are approximately 25' x 50' and the annual rental cost is \$25.00 per plot.

There is water on-site as well as a portable toilet during the growing season. If you are interested in joining us at the Wilbraham Community Gardens or if you would like more information, you may contact the Garden Coordinator, Melissa Graves, in the Conservation Commission office at 596-2800, ext 204.

Melissa Graves
Community Gardens Coordinator



Community Gardens.
Photo courtesy of Melissa Graves.

CONSERVATION COMMISSION

The Conservation Commission met eighteen times in 2013. They also went on 25 site walks to review submitted applications, compliance of permitted activities or investigation of wetland violations. One of the biggest and most noticeable projects reviewed this year was the self storage facility on Boston Road.

The Commission continued to review and respond to numerous Forest Cutting Plans that were presented as a result of the storms of 2011. The properties off Peak and Hollow Roads were the most noticeably damaged by the tornado. Seedlings should be present by the spring of 2014 and the forest should begin the healing process. Another heavily damaged area was in the Sawmill Pond/Brentwood neighborhood. There were many locations along the Sawmill Brook that had large trees across the banks. If left alone, it would have impeded water flow and could have flooded many surrounding yards.

The Commission encourages the use of conservation land for passive uses including hiking, biking, skiing, photography and horseback riding. The use of motor-

ized vehicles is not permissible on any Town-owned property. While the majority of motorized vehicles seemingly do not harm the environment, there are some that do, including damage to stream beds, wetlands and wetland buffer zones.

The 2013 Deer Hunting program was once again a success with almost 200 permits issued to hunt on Town-owned property. The Town implemented this program several years ago to help reduce the risk of deer/car accidents. There are seven Town-owned properties included in the program, which are the White Cedar Swamp, Rice Nature Preserve, Thayer Brook, Sunrise Peak, The Bellows, Mill Pond/Danforth Farm and Twelve Mile Brook. Only archery hunting of deer is allowed on those parcels. Permits for hunting on private property is permissible by a permit issued through the Town Clerks office as well.

After several years of dedicated service to the Town as a Conservation Commission member, Karen Leigh resigned. Her knowledge and expertise regarding the Wetlands Protection Act rules and regulations will be greatly missed. We welcomed new member, Paul Ekness and he is fast becoming a huge asset to the Commission.

The Conservation Commission generally meets on the second and fourth Mondays of each month at 7:00 PM in the Town Office Building. The agenda is posted at least 48 hours in advance at the Town Hall and on the Town web site. Interested people are always welcome and encouraged to participate. The office which is located in the Wilbraham Town Hall is open Monday-Friday, 8:30 A.M. – 4:30 PM.

Conservation Commission

Christopher Brown, Chairman
James Roberts
Stoughton Smead
Thomas Reavey
Robert McMaster
Karen Leigh (resigned in 2013)
George Reich
Paul Ekness (appointed in 2013)

Melissa Graves
Administrative Assistant

OPEN SPACE AND RECREATION COMMITTEE

Mission Statement:

Preserve significant open space by investigating, educating, planning and cooperating.

Open Space and Recreation Committee (OSRC) met with town and regional safety officials to discuss trail safety and will provide updated GPS maps of town trails to Police and Fire Departments.

OSRC facilitated the Boy Scouts in blazing a connecting trail between the Crane Hill and the Twelve Mile Brook Trails.

The Wilbraham Hiking Club, part of the OSPRC, held weekly hikes all year and performed maintenance work on many of Rice Preserve's trails.

OSRC, along with two Selectmen, assessed municipal land between Hollow and Glendale Roads (1067V Glendale Road) for possible connectivity between the Thayer Brook and Rice Preserve trails. OSRC also evaluated properties along the Chicopee River and on Tinkham Road. These were not deemed suitable for connectivity to other Town trails and not worth acquiring.

OSRC was instrumental in educating townspeople on major matters such as the Vision Task Force and a controversial proposal to sell town land adjacent to the Alton's Way Trail which would have altered the nature of this prime open space land.

OSRC worked with town boards and concerned citizens to finalize the OSRC Revised Plan, now available on the OSRC website.

OSRC established liaisons with Planning Board, Conservation Commission, Community Preservation Committee, Finance Committee, Playground and Recreation Commission, Minnechaug Land Trust, and the Fountain Park Oversight Committee.

OSRC GPS- located, developed and maintained trail systems on Town open space properties. New signage was installed on Thayer Brook, Crane Hill, and Twelve Mile Brook Trails. A grant proposal for funding to add additional trail signage and implement trail improvements was submitted to the Community Preservation

Committee.

OSRC collaborated with the Town Planning Office to refine and improve its section of the new Town website which provides information about trails on Town owned land. Additionally, the Committee distributed pamphlets entitled "Wilbraham Public Lands" at key public locations and also placed articles in the *Wilbraham Times* to explain trail changes and upcoming hikes.

Open Space and Recreation Committee

*Joe Calabrese, Co-Chair
Jay Taylor, Co-Chair
Cathy Callaghan, Sec
Raymond Burk (resigned 2013)
Margaret Connell
Walter Damon
Judith Epstein
Brian Fitzgerald
Steve Lawson
Charles Phillips (resigned 2013)
Tracey Plantier
Judith Theocles
Dr. Murray Watnick
James M. Mauer (resigned 2013)*

PLANNING BOARD

The Planning Board is composed of five members elected to overlapping five-year terms and one associate member appointed to a three-year term. Members of the Planning Board proudly serve the community and receive no compensation.

The Planning Board is responsible for overseeing land-use planning in the Town of Wilbraham. Working in close cooperation with the Planning Director and the Building Inspector/Zoning Enforcement Officer, the Planning Board studies the resources and needs of the Town, particularly conditions affecting public welfare and safety related to land use and development. The Board is authorized to develop

the Town's Master Plan to guide growth and make recommendations to ensure that development is consistent with the Master Plan. As the main author and "custodian" of the Town's Zoning By-Law, the Board is responsible for conducting public hearings and making recommendations on proposed amendments to the Zoning By-Law, which must be approved at Town Meeting. The Board also regulates the subdivision of land and the construction of new roadways, grants site-plan approval and special permits for various land-use proposals required by the Town's Zoning By-Law, and reviews all petitions for variances and other zoning matters filed with the Zoning Board of Appeals. During 2013, the Planning Board met 20 times, scheduled 21 appointments and held 11 public hearings, addressing a wide variety of issues and opportunities facing our community. We are pleased to submit a summary of our activities and accomplishments in 2013.

Development Activity

Despite the slowdown in the economy, the Planning Board was kept busy dealing with the various residential and commercial projects proposed in the Town during the past year as follows:

- ◆ The Planning Board approved nine non-subdivision plans submitted by property owners. These are plans that revise existing property boundaries or divide land along existing road frontage and do not require subdivision approval.
- ◆ The Planning Board endorsed final plans for an approved subdivision titled "North Hills Lane" which consists of 5 lots fronting on a new cul-de-sac under construction off Boston Road. The Planning Board also continued to monitor work in the other two approved subdivisions under construction: Stonington Park and Washington Heights.
- ◆ The Planning Board conducted public hearings on nine special permit zoning applications. In response to the most exciting and significant project of the year, a Special Permit was granted to the Maloni family for a heritage farm stand development as part of a plan to reopen and revitalize the former Rice Fruit Farm property located at 757 Main Street. The Board also granted special permits for the following smaller projects: one oversized detached accessory building at 9 Hickory Hill Drive; one oversized detached ac-

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cessory building at 24 Hemingway Road; common driveway access on land owned by Mountain Glen Estates, LLC located at 301, 303 & 305 Mountain Road; one oversized detached accessory building at 278 Soule Road; the construction of a new single-family residence with two attached garages having combined total garage space of approximately 1,312 square feet at 5 Stonington Drive; an accessory in-law apartment at 457 Monson Road; the construction of a proposed two-story addition resulting in two attached garages having a maximum combined total garage space of approximately 2,008 square feet at 15 Valley View Drive; and one oversized detached accessory building (pool house) at 540 Glendale Road.

- ◆ The Planning Board reviewed and provided written recommendations on seven referrals to the Zoning Board of Appeals.

Zoning By-Law Amendments

At the Annual Town Meeting, voters adopted five amendments to the Zoning By-Law sponsored by the Planning Board. The first amendment revised Section 3.4.3.1 by clarifying that a municipal use of land is allowed by right in all zoning districts and that such use includes, but is not limited to, buildings. The second amendment deleted existing Section 4.5.1, which contained regulations governing unregistered or inoperable motor vehicles in residential zoning districts and added an editorial comment that such vehicles are now regulated and enforced under section 632 of the Wilbraham General By-Laws. The third amendment revised the existing regulations for the Flood Plain Overlay Zoning District in Section 9.1 to incorporate regulatory changes and new flood zone maps prepared by the Federal Emergency Management Agency (FEMA) in order to keep the Town in compliance with the requirements of the National Flood Insurance Program (NFIP) and to continue to make federal flood insurance available to the residents of Wilbraham. The fourth amendment revised the existing definition for "Solar Energy System" in Section 1.3 and revised the existing accessory use regulations for solar energy systems in Section 3.9.1.3. The fifth amendment

adds a new Section 10.6 imposing a temporary moratorium on Medical Marijuana Treatment Centers in all zoning districts.

Vision Task Force

January through April 2013 found the Wilbraham Planning Board's Vision Task Force (VTF) compiling community survey responses from 499 residents. Combined with the actual survey responses were expert opinions, graphics summarizing survey results and demographic trends for Wilbraham and surrounding towns, and facts gathered from additional research that the team used to complete the



Vision Task Force Members: (from left to right) Susan Burk, Charles Phillip, Chairman, Nancy Ross, Edna Colcord, Tracey Plantier, Dr. Stephen Brand, and Carol Albano. Photo courtesy of David Miles, Turley Publications.

study. The information organized from the study was analyzed and organized. Then the Team Leaders developed a report that was finalized by an editor. The report is structured into focused subject areas identified to be important to the community. These included; Change and the Community (demographics), Core Values, Business, Education, Land Use, Livability, and Town Services. The draft report was presented to Town Employees, several Town Committees, the School Board and the Boston Road Business Association and other business leaders at meetings during late spring and summer.

In September, the VTF finished the report and made its final presentations to the community at Minnechaug Regional High School; while submitting its final report in several digital and paper versions to allow for ease of review. The final "Wilbraham Looks Forward" report and supporting documentation can be found on the Town of Wilbraham website at <http://www.wilbraham-ma.gov/index.aspx?nid=134>. Hard copies of the report are available at the Wilbraham Town Hall Planning office, the Wilbraham Senior Center, and the Town of Wilbraham Li-

brary.

The VTF wishes to thank the Town for all its participation, assistance, and support in getting the voice of the community documented and presented.

VTF Members: Carol Albano, Dr. Stephen Brand, Susan Burk, Edna Colcord, Karen Wilson Furst, Christopher Novelli, Charles Phillips, Tracey Plantier, Nancy Ross, David Sanders. Volunteer: Ray Burk

In January of 2014, the Board of Selectmen together with the Planning Board has appointed a new advisory board, The Vision Action Team. The new team will be focusing on facilitating action on the community ideas and goals documented in the Wilbraham Looks Forward report.

Organization and Membership

At the annual Town election, Associate Member Jeffrey Smith was elected to serve a five-year term on the Planning Board, replacing Board Member David Crevier who chose not to seek re-election. At the end of May, the Planning Board reorganized and Richard Butler was elected Chairman, Frederic Fuller was elected Vice Chair and Jeffrey Smith was elected Clerk. In September, Tracey Plantier was appointed to serve on the Board as Associate Member. In November, Richard Butler stepped down as Chairman. The Planning Board once again reorganized with Frederic Fuller elected Chairman, Jeffrey Smith elected Vice Chair and David Sanders elected Clerk. Richard Butler continued to serve as the Town's representative to the Pioneer Valley Regional Planning Commission, and Jeffrey Smith continued to serve as the Planning Board's representative on the Community Preservation Committee (CPC). Planning Director John Pearsall, Building Inspector Lance Trevalion and Administrative Assistant Karen Benoit continued to function as the staff liaisons between the Planning Board and other Town boards and committees. The Planning Board holds regularly scheduled meetings on Wednesdays at 7:00 PM. Specific dates and agendas for meetings may be obtained from the Planning Office or from the Town website at

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www.wilbraham-ma.gov. All meetings are open to the public, and community participation from interested townspeople is always welcomed and encouraged. With your support, we will continue to provide the very best possible service for our community in the year ahead.

Planning Board

***Frederic Fuller, Chairman
Jeffrey Smith, Vice Chairman***

***David Sanders, Clerk
Adam Basch***

Richard Butler

Tracey Plantier, Associate Member

***John Pearsall
Planning Director***

***Lance Trevallion
Building Inspector***

***Karen Benoit
Administrative Assistant***

**SEALER OF
WEIGHTS & MEASURES**

The Sealer of Weights and Measures is appointed by the Board of Selectmen to assure the public that any product they purchase in the Town by weight or measure will be accurately priced. The weight and volume testing measures used by the Sealer are certified by the state every five years to assure accuracy as required by Massachusetts General Laws. Thirty businesses were visited during the year. The following testing was completed during the inspections resulting in \$4,110 collected from fees.

Item	Category	Sealed
Scales	Under 100 lbs.	40
	100-5,000 lbs.	4
	Balance	1
Liquid Meters	Gasoline	70
	Diesel	4
	Oil	9
Unit Pricing	Scanners	70

Eight devices were found to be inaccurate and, after adjustments were made, they were sealed. Four businesses were given copies of the state laws and regulations in order to allow them to better serve the public.

A special thank you to William H. Garvey Jr., who retired in 2013 from the position of Sealer of Weights and Measures, for his decades of dedication and involvement in our Town government!

Respectfully Submitted,
Gary Petzold
Sealer of Weights and Measures

**ZONING BOARD
OF APPEALS**

The Board of Appeals is a five-member board appointed by the Board of Selectmen for staggered three-year terms consisting of three full members and two associate members. The Board works closely with and relies upon Zoning Enforcement Officer Lance Trevallion to enforce the Zoning By-Law.

The purpose of the Board of Appeals is to hear and decide petitions for variances from the terms of the Zoning By-Law with respect to particular land or structures, but not to include variances for use; to hear and decide applications for special permits upon which the Board is empowered to act under the By-Law; to hear and decide appeals from any person seeking enforcement action under the provisions of M.G.L. Chapter 40A (the State Zoning Act); and to issue comprehensive permits for low- and moderate-income housing authorized by M.G.L. Chapter 40B.

This past year, the Board of Appeals met nine times, held nineteen public hearings and issued decisions on fourteen applications, (see table on next page.)

Zoning Board of Appeals

***Edward E. Kivari, Jr., Chairman
H. Clark Abbott
Mark Albano***

***Betsy Johnsen, Associate Member
Charles Pelouze, Associate Member***

***Lance Trevallion
Zoning Enforcement Officer***

***Karen Benoit
Administrative Assistant***

ZBA DECISIONS IN 2013

APPLICANT	ADDRESS	DECISION
Anna Ferris <i>Special Permit to allow the operation of a dance fitness studio</i>	2701 Boston Road	Approved
Balise Ford of Wilbraham <i>Variance from signage requirements</i>	1979 Boston Road	Approved
Wilbraham Fire Department <i>Special Permit Finding to allow the alteration of a preexisting nonconforming structure (radio communications tower)</i>	2770 Boston Road	Approved
ESSS, LLC d/b/a Tap Room Grill <i>Special Permit and Special Permit Finding to allow the operation of a restaurant with seasonal outdoor dining and to alter a preexisting nonconforming structure</i>	2823 Boston Road	Approved
Dana's Grill Room <i>Special Permit and Special Permit Finding to allow the operation of a restaurant with seasonal outdoor dining and to alter a preexisting nonconforming structure</i>	2343 Boston Road	Approved
Luzi's Auto Body <i>Special Permit to allow the operation of retail sales and storage of firearms</i>	2826 Boston Road	Approved
Clisham Management Co., LLC <i>Special Permit to allow the construction and operation of a self-storage facility</i>	2346-2350 Boston Road	Approved
2034-2040 Boston Road, LLP <i>Special Permit Amendment for the expansion of existing uses</i>	2034-2040 Boston Road	Approved
Lumber Liquidators <i>Special Permit to allow the operation of a retail hardwood flooring store</i>	2148 Boston Road	Approved
Henry Zola <i>Special Permit to allow the operation of retail sales and storage of firearms</i>	2660 Boston Road	Withdrawn
Kevin & Regina Varney <i>Variance from side-yard setback to allow the construction of an addition</i>	5 Ripley Street	Approved
Miriam Lopez Ramos <i>Special permit to operate a family day care home</i>	156 Stony Hill Road	Approved
Damarys Soto <i>Special permit to operate a family day care home</i>	1 ½ Weston Street	Approved
2034-2040 Boston Road, LLP <i>Special Permit Amendment for the expansion of existing uses</i>	2034-2040 Boston Road	Approved
Gary Cove / Werke Classic Center, LLC <i>Special Permit to operate an auto repair/restoration business</i>	2421-2423 Boston Road	Approved

PUBLIC SAFETY

AMBULANCE OVERSIGHT COMMITTEE

The Ambulance Oversight Committee continues to work with the fire chief in overseeing the running of the ambulance service. The committee's primary duty of reviewing and acting on ambulance service fee abatements has continued according to now established policy and protocol.

It is important to note the Town's ambulance service remains self sufficient on a receipts reserved basis, and continues to serve the Town extremely well. During 2013, the service treated over 1,700 patients, transporting 1,422 patients to local area hospitals. Of these transports, Bay State Medical Center was the destination 49% of the time, with Mercy at 19%, Wing Memorial Hospital at 30%, and the remaining balance going to Mary Lane and Holyoke Hospitals. The top four patient medical conditions are traumatic injury, respiratory distress, general pain, and chest pain.

The Wilbraham Ambulance Service does indeed provide excellent medical care, and this has been recognized by the local and medical communities. This year, the service has received many letters from the community that commended members of the department for their service. The Town should be proud of this excellent service.

Respectfully submitted,
Chief Francis Nothe

Ambulance Oversight Committee

**Paula L. Chevrier, Chair
Claudia Considine
John T. Libel
John Rigney
Tom Hurley**

ANIMAL CONTROL/DOG OFFICER

Once again during 2013, the Town of Wilbraham licensed a large number of dogs, 2,037 to be exact. I want to thank all residents who either newly licensed a dog or relicensed. It's both state and local law that all dogs, six months and older, be licensed within their owners' town of residence, (by law 604.2.) It is also both state and local law that all dogs, cats and ferrets must be current on their rabies vaccination at all times, or the pet owner is subject to a citation (by-law 604.3.)

Please be advised that there are no more \$25.00 citations for animal law violations. State law (M.G.L. Chapter 140, Section 141) mandates that all animal law violations will be \$50.00 for the first offense; \$50.00 for the second offense and \$75.00 for the third offense. These are minimum fines that the Town of Wilbraham has adopted. The Town could have opted for higher fines for violations of Town by-laws 604.1 thru 604.9, but Town officials opted to go with the state mandated, minimum dollar amounts.

In 2013, Fountain Park remained an area of challenge for Animal Control. All state and local dog laws are supposed to be adhered to while in Fountain Park. As a result, citations (by-laws 604.4 and 604.5) were issued to people who did not leash and pick up after their dogs while in Fountain Park. Many dog owners believe that it is okay to have a leash in hand; however, it is not acceptable to have a lead or leash in possession and not attached to the pet. Pets are to be leashed. It was strongly encouraged in 2013 for people to leash and pick up after their dog at all times while at Fountain Park.

It should be noted that Fountain Park is private property, not public. Consequently, one of the measures that is being contemplated to control unleashed dogs in Fountain Park is to ban all dogs from the Park, which is unfortunate for those pet owners who abide by the law. As the Animal Control/Dog Officer, I tried to educate pet owners who were found violating the leash law that it is state law (M.G.L. Chap-

ter 140, Section 156) that lethal force can be utilized by anyone to protect him or herself against an attack, or perceived attack by an unleashed dog on public or private property. An unleashed animal places the animal at risk in more ways than one. Overall, please be advised that all animal laws, such as Town by-laws 604.1 thru 604.9, especially 604.4 (leash law) will be enforced on all Town owned property, such as Crane Hill park and McDonald's Nature Preserve. In 2013, these areas were patrolled regularly by Animal Control.

Wildlife calls were on the rise in 2013. Animal Control and the Police Department responded to reports of either sick or perceived sick wildlife in the area. Wilbraham abounds with wildlife. Residents should make an effort to educate themselves under the venue of people/wildlife cohabitation. Please do not hesitate to contact Animal Control for any information in regards to people/wildlife interaction.

Finally, Animal Control, once again, responded to an excess of 1,000 calls relating to potential by-law violations, stray pick ups, vehicle/animal interactions and various other domestic or wild animal situations.

Respectfully submitted,
**Michael Masley, ACO/Dog Officer
ACOAM Certified Animal Control
Officer
Certified Special Reserve Police Officer**

BOARD OF FIRE COMMISSIONERS

This past year was one of considerable adjustment; January and February brought "The Move" - a long anticipated return to the remodeled Fire Headquarters on Boston Road. This move consisted of the unloading of storage units, moving of boxes, internal staff movement, adjustments to determine optimum storage of equipment and efficient adjacencies of equipment. This was the first major move since 1952. No longer did the 3:00am freight train shake the windows. Gone were the cold drafts of winter and the heat of an old building in summer. All equipment could be stored inside the facility. A building remodel/expansion, provided by the residents, improved the efficiency, morale and wellness of its public safety personnel. A sincere thanks from the men and women of Wilbraham Fire Department.

The Board of Fire Commissioners seeks to provide the community with long term planning and oversight as it relates to fire, rescue and medical support. The Commissioners would like to thank Chief Francis Nothe for providing inspirational and directional leadership to the Board, members of the Fire Department, the Town and its neighboring communities. The Wilbraham Fire Department under the direction of Chief Nothe is recognized for its capabilities and leadership throughout the Commonwealth. The hiring and promotional process used by the department has produced seasoned leadership, versatile firefighters with multiple skill sets up to the challenges of firefighting, rescue and advanced life support.

To our citizens, please take the opportunity to visit our Boston Road Headquarters for a tour. Our membership would be proud to conduct a tour and explain our operational capabilities

Board of Fire Commissioner

*Gary Petzold, Chairman
Ralph Guyer
Edward Rigney*

FIRE DEPARTMENT, EMERGENCY MEDICAL SERVICES AND EMERGENCY MANAGEMENT

Mission Statement of the Wilbraham Fire Department:

"Our mission is to minimize personal and community risk from fires, medical emergencies and other threats to life and property through prompt emergency response, public education and code enforcement. In our performance, we will utilize all available resources, placing the highest priority on the preservation of life and health, followed by the protection of property and incident management."

In January, the Department began the move back to Fire Headquarters in phases as construction and renovations to the building were completed by Western Builders of Granby MA.; with many thanks going to the contractors involved. Special thanks goes to the owner of Western Builders and resident, Paul Ugolini, Project Manager; Mike Flanders, Project Superintendent, James Downing and Building Inspector Lance Trevallion, who acted as the Owner's Project Manager.

Also in January, the Fire Department received a grant award from Federal Emergency Management Agency (FEMA) in the amount of \$83,513 to purchase and install two pieces of equipment for the newly renovated Fire Headquarters. The equipment purchased was (1.) a diesel exhaust removal system that hooks to vehicles inside the building and (2.) an air compressor to fill fire fighting breathing apparatus tanks.

Training continues to be an important part of our state of readiness. In 2013, members of the Department completed over 1,900 hours of training to maintain and improve their skill level to provide service and protection to the community. Also four members of the Department participated in training for the newly formed Regional Technical Rescue Team that will provide special rescue services to western Massachusetts.

A Comprehensive Public Safety Staffing Study by the Matrix Consulting Group was conducted in 2008 which recommended increased staffing for three areas; a Deputy Chief, an Officer of Training/ EMS, and an increase of 2 firefighters that would bring each shift complement to 6. This increase in personnel would help with the multiple calls that occur regularly.

Fire and Police have begun exploring options for the Town to create a Regional 911 Dispatch Center, involving the Towns of Longmeadow, East Longmeadow, Hampden, Ludlow and Wilbraham. The process is in the very early stages for the communities involved to weigh the strengths and weaknesses moving forward.

Working with Mass Emergency Management Agency (MEMA), the Community Emergency Plans were reviewed and updated. The Fire Department continues to participate with the Regional Emergency Planning Committee (REPC) on a monthly basis and also partnered with the Springfield Chapter of the American Red Cross and Public Access TV to create a video on Storm Preparedness.

Respectfully submitted,
Francis W. Nothe
Fire Chief

Board of Fire Commissioners

**Ralph Guyer
Gary Petzold
Edward Rigney**

**Wilbraham Fire Department
is now on Facebook!!!!**



FIRE DEPARTMENT, EMERGENCY MEDICAL SERVICES AND EMERGENCY MANAGEMENT
2013 FIRE DEPARTMENT ACTIVITY

Activity	2013	2012	2011*	2010
Fire/Emergency Responses	777	718	964	750
Emergency Medical Patients	1,627	1,766	1,695	1,637
			*Tornado	
Total Emergencies	2,404	2,484	2,659	2,387

**2013 CODE COMPLIANCE
ACTIVITY**

2013 FIRE DEPARTMENT ROSTER

Smoke & CO Detector Permits and Inspections	218	Fire Chief	Francis Nothe	Administrative Assistant	Lena McCaffrey
Oil Burner Permits and Inspections	28	Captains	Tom Laware	Ambulance Billing Clerk	Maria Gildea
LP Gas Permits and Inspections	44		Tom Shaw		
Tank Permits and Inspections	23		Peter Nothe		
Residential Building Plan Review	34		William Manseau		
Commercial Building Plan Review	10	Captain of Fire Prevention	David Bourcier		
Fire Sprinklers Permits and Inspections	3	Privates	Russell Mitchell		
21E Assessments	1		Wendy Denning		
Blasting Permits and Inspections	1		Dan Corliss		
Tank Truck permits and Inspections	9		Paul Budaj		
Flammable/Combustible Liquid Storage Permits and Inspections	15		Anthony Cerini		
Open Burning Permits	685		Joshua Mullen		
Miscellaneous Inspections	764		Dane George		
TOTAL	1,835		Richard Hatch, Jr		
			Victor Robidoux		
			James Royce		
			Kevin Brown		
			Jason Dimitropolis		
			Timothy Rogers		
			Anthony Arventos		
			Mathew Walch		
			Jeffery Witek		
			Patrick Farrow		
			Chris Houghton		
		Call Firefighter	Mark Haraysz Jr.		

PARKING CLERK

The Parking Clerk works collaboratively with the Wilbraham Police Department to enforce the Town's parking by-laws. The Parking Clerk is responsible for collecting parking citation fees, issuing late fees and processing unpaid parking citations with the Massachusetts Registry of Motor Vehicles (RMV) through the assistance of Arthur P. Jones and Associates.

Parking citation fees can range from \$15, \$50 to \$100, excluding late fees. A \$10 late fee is added to the original parking citation fee after 31 days of non-payment. After approximately 51 days of non-payment of the parking citation fee, the driver's name and registration information is forwarded to the RMV to be "marked." The payment of the parking citation fee is enforced; the fees must be paid to the Town of Wilbraham before the RMV will conduct any business with the violator, such as renewing a driver's license, registering a car, etc.

In 2013, 12 parking citations were issued in the Town of Wilbraham. Parking citations can include more than one violation offense. For example, one parking citation may have referenced two or more parking violation that occurred in a single incident. Therefore, the number of violations for the year may not equal the number of parking citations issued. The breakdown of violations for 2013 issued parking citations is the following:

In 2013, the collection efforts for parking citation fines were as follows:

# of Parking Citations	Action Taken – Parking Citation	Fees Collected
9	Paid prior to late fee issued	\$325*
0	Paid after issuance of late fee & 2 nd notice of non-payment	\$0.00
1	Paid after late fee issued & 3 rd notice of non-payment	\$25.00
0	Appealed parking citation. (1 citation was abated & appeal granted; 1 citation appeal was denied & fine stayed intact.)	\$0.00
2	Parking citations were sent to the RMV for "marking"	\$0.00
0	Parking Citations are pending in the process & are unpaid at this time.	\$0.00
4	Parking citations from previous years that were marked at the RMV were paid and cleared from RMV marking.	\$340
	TOTAL of FEES COLLECTED IN 2013	\$690.00

*all \$100 fees (2) collected from violation #26 and were allocated to the Commission on Disabilities' budget.

For more information about parking regulations, please visited www.wilbraham-ma.org or contact the Parking Clerk at 413.596.2800x101.

***Parking Clerk
Candace Ouillette Gaumond***

Parking Violation #	Violation	Fine/Fee for Violation	# of Violations in 2013
1	Parked within a designated no parking zone.	\$15	6
7	Parked over (1) foot from the curb or edge of the way.	\$15	1
13	Parked car which is unregistered on a street, highway or way.	\$15	1
25	Parked within ten feet of a fire hydrant.	\$50	1
26	Parked so as to obstruct or occupy a designated disabled veterans or handicap ramp, cross hatch area (as defined by MGL Chapter 40, Section 22a and, or 521 CMR, as amended from time to time) or parking area without proper permits.	\$100	3

POLICE DEPARTMENT

A reflection over this past year has brought many events in celebration of the Town's 250th Anniversary, and brings continued change to the Department. After 20 years of service to the community, Captain Raymond Kallaughner retired in March. Captain Kallaughner joined the Department in 1992, after serving several years with the East Longmeadow Police Department. We thank him for his many years of dedicated service and wish him the best in his future endeavors.

Two veteran officers with the Department were promoted in August. Sergeant Robert Zollo was promoted to Captain and commands the second shift. Officer Shawn Baldwin was promoted to Sergeant; he is one of the commanders of the midnight shift. In September, Lieutenant David Diogo of the Sturbridge Police Department accepted a position as a patrol officer with the Department. Officer Diogo was with the Sturbridge Police Department for two years and was formerly a Lieutenant with the Henderson Police Department in North Carolina. Their experience, professionalism and enthusiasm to serve the community will continue to set the standard for our services.

We've changed the look of our new patrol cars, adding a modern look with graphics that are 100% reflective. This will increase the visibility and safety of officers as they patrol our community. In the last several months, we have also installed in all of our front line cruisers a Watch Guard 4RE In-Car Video System. This equipment will assist the officers in gathering valuable video and audible evidence while conducting law enforcement activities. These systems were purchased using money previously seized from drug dealers in our community; so I thank them for the resources that provided this tool.

During the process of becoming Police Chief, I frequently heard from citizens that they weren't sure what the Department did since they heard very little about our activity. We've attempted to change that perception by including a segment in the Wilbraham/Hampden Times called Police Activity Log. Also, several months ago the Department started a Face book Page that includes timely Department activity,

alerts and notices that may be of interest to our residents. Thanks to Officer Jeffrey Rudinski and Sergeant Edward Lennon in making this page a success and we invite everyone to view it.

As the year comes to a close, the goals for

the future are renewed. The Board of Selectmen appointed a Building Feasibility Committee to study the Police Department building needs. I look forward to working with the dedicated volunteers on this committee over the next months to develop a plan for an appropriate, modern and effi-

POLICE DEPARTMENT ROSTER

Chief	Roger W. Tucker	
Captains	Raymond J. Kallaughner	(Retired March 2013)
	Timothy F. Kane, Jr.	
	Robert G. Zollo	
Sergeants	Daniel E. Carr	
	Glen R. Clark	
	Robert G. Zollo	
	Mark A. Paradis	
	Edward C. Lennon	
	Shawn B. Baldwin	
Patrolmen	John P. Siniscalchi	
	Peter O. Laviolette	
	Lawrence H. Rich, III	
	Thomas P. Korzec	
	Harold R. Swift	
	Christian A. Letendre	
	Daniel E. Menard	School Resource Officer
	Jeffrey R. Rudinski	Investigator/Court Officer
	Michael J. Cygan	
	Joseph R. Brewer	
	Aderico P. Florindo	
	Jesse J. Nason	
	Thomas D. Motyka	
	Brent P. Noyes	
	Justin R. Wall	
	Christopher C. Arventos	
	James E. Gagner	
	David Diogo	
Administrative Assistant	Lisa M. Bouchard	
Cell Attendants	Lisa M. Bouchard	Mary Bready
	Linda Ely	Diane Hastings
	Thomas Cortis	Mark Duclos
	Anthony Gentile	Matthew Lapre
	Reginald McCallister	Dave Lamana
	David Goodrich	Gary Saccomani

cient facility. A review of our aging public safety communications infrastructure is also being conducted. This equipment has exceeded its normal life expectancy and a plan needs to be developed to replace it.

The table following this report are the records kept and reported to the Federal Bureau of Investigation (FBI) and the Massachusetts State Police. These records are compared to previous years, and analysis may reveal consistencies or anomalies.

I am thankful for the support this Department receives from the community. With our partners at Central Dispatch we are available 24/7 to provide service. Please report suspicious activity when you observe it. Together, we can make a difference keeping Wilbraham a great place to live, work and recreate.

Respectfully submitted,
Roger W. Tucker
Chief of Police

**Wilbraham Police Department
is now on Facebook!!!!**



Sgt. Glen Clark ensured safety during the 250th Anniversary Celebration's Hill Climb Event. Photo courtesy of the Wilbraham Police Department.

POLICE DEPARTMENT 2013 RECORDS REPORT

I. CRIMINAL COURT COMPLAINTS

PRIMARY ARRESTING OFFENSE

RAPE	1
ROBBERY	0
ASSAULT AGGRAVATED	8
ASSAULT SIMPLE	30
INTIMIDATION	4
ARSON	4
RESTRAINING ORDER VIOLATION	9
BURGLARY/BREAK & ENTER	11
SHOPLIFTING	37
THEFT FROM BUILDING	3
THEFT FROM MOTOR VEHICLE	1
ALL OTHER LARCENY	14
MOTOR VEHICLE THEFT	2
FALSE PRETENSES/SWINDLE	8
EMBEZZLEMENT	0
STOLEN PROPERTY OFFENSES	7
VANDALISM	5
DRUG/NARCOTIC VIOLATION	22
WEAPON LAW VIOLATION	4
BAD CHECKS	4
DISORDERLY CONDUCT	2
DRIVING UNDER THE INFLUENCE	48
PROTECTIVE CUSTODY	13
FAMILY OFFENSE/NON-VIOLENT	0
LIQUOR LAW VIOLATION	9
RUNAWAY	0
TRESPASS OF REAL PROPERTY	1
ALL OTHER OFFENSES	75
TRAFFIC/BY-LAW	317
TOTAL	<u>639</u>

II. PERSONS ARRESTED OR CHARGED OFFENSE TYPE

Criminal	269
Motor Vehicle	357
Protective Custody	<u>13</u>
TOTAL	<u>639</u>

III. PERSONS ARRESTED OR CHARGED BY AGE

Adults	623
Juvenile	<u>16</u>
TOTAL	<u>639</u>

IV. PERSONS ARRESTED OR CHARGED BY OFFENSE TYPE/AGE

<u>Criminal</u>	
Adults	254
Juvenile	15
<u>Motor Vehicle</u>	
Adults	355
Juvenile	2
<u>Protective Custody</u>	
Adults	13
Juvenile	<u>0</u>
TOTAL	<u>639</u>

POLICE DEPARTMENT 2013 RECORDS REPORT

V. PERSONS ARRESTED OR CHARGED BY SEX

Adults Charged	
Male	436
Female	174
Juvenile	
Male	12
Female	4
Adults placed in protective custody	
Male	10
Female	3
Juveniles placed in protective custody	
Male	0
Female	0
TOTAL	639

VI. PERSONS INCARCERATED BY AGE/SEX

Adults	
Males	176
Females	68
Juveniles	
Males	3
Females	2
TOTAL	249

VII. UNIFORM TRAFFIC OFFENSES

	Civil	Warning
Violate RMV Rules/Regulation	18	52
top Sign/Red Lens Violation	55	108
No Right Turn On Red	0	0
Improper Pass/Marked Lanes	18	27
Seatbelt	53	20
Child Restraint	0	0
Passing School Bus	0	1
Speeding	187	381
Fail Inspect M/V	230	445
Defective Equipment	35	238
Unregistered Motor Vehicle	23	15
No License/Reg In Possession	18	54
All Other Moving Violations	20	18
Recreation Veh. Violation	3	0
TOTAL	660	1359

VIII. MOTOR VEHICLE VIOLATIONS BY TYPE

Uniform Traffic Citations	660
Warnings	1359
Parking Violations	<u>12</u>
TOTAL	2031

IX. UNIFORM CRIME REPORT (FBI CRIME INDEX)

Forcible Rape	3
Robbery	1
Assaults	96
Burglary	55
Larceny-Theft	170
Motor Vehicle Theft	13

Arson	1
TOTAL	339

X. BURGLARY BREAKDOWN

Forced Entry	31
Unlawful Entry	20
Attempted Forced Entry	4
TOTAL	55

XI. LARCENY BREAKDOWN

Larceny over \$200	79
Larceny between \$50 & \$200	52
Larceny less then \$50	39
TOTAL	170

XII. VEHICLE ACCIDENTS

Fatal Accidents	0
Personal Injury Accidents	52
Property Damage Accidents	252
TOTAL	304

XIII. PERSONS INJURED IN M/V ACCIDENTS

Persons Killed	0
Persons Injured	66
TOTAL	66

XIV. OTHER ACTIVITY—PUBLIC LOG

Call Incidents	20782
Citizen-6981	
Police 9855	
Call Incidents need. further invest	963
Alarms Investigated	995
Lost/Missing Persons	22
Suspicious Persons/Activity	1083
Deaths Investigated	10
Complts/Obscene/Harass. Phone	48
Towed M.V.'s	427
Domestic Disturbances	189
Vandalism	109
Unsecured Buildings	31
Civil Marijuana Possession	72

XV. STOLEN PROPERTY BREAKDOWN

- ◆ There was a total of \$35,982.00 taken in breaks into homes.
- ◆ There was a total of \$248,501.00 taken in larcenies.
- ◆ There was a total of \$127,200.00 taken in motor vehicle thefts.
- ◆ There was a total of \$0 - taken in robberies.
- ◆ There was a grand total of \$413,715.00 in property stolen in town in 2013.

XVI. RECOVERED PROPERTY

There was a total of \$ 85,437.00 in stolen property recovered.

POLICE DEPARTMENT 2013 RECORDS REPORT

XVII. PERMITS ISSUED

Pistol Permits	440
F.I.D. Cards	64

XVIII. FEES COLLECTED

Pistol Permit /F.I.D. Cards	31,000.00
Video/Report Requests	3,760.50
Dealer Permits	0
Fingerprint Cards	35.00
Restitution Checks	0
TOTAL	34,795.50

STATISTICAL COMPARISON FOR UNIFORM CRIME REPORT-FBI CRIME INDEX

	2012	2013	%CHANGE
Criminal Homicide	0	0	0%
Rapes	2	3	+50 %
Robbery	4	1	-75%
Assault	87	96	+10%
Burglary/Res/Bus	70	55	-21%
Larceny	163	168	+3%
Auto Theft	16	13	-18%
Arson	2	1	-50%
TOTAL	344	337	-2%

STATISTICAL COMPARISON FOR W.P.D. ACTIVITY INDEX

	2012	2013	%Change
Call Incidents	16836	20782	+23%
Written Complaints	930	963	+4%
Alarms Responded To	861	995	+16%
Protective Custody	9	13	+63%
Criminal Arrests	255	269	+5%
Vandalism	126	109	-13%
Domestic Disturbance	172	189	+10%
M.V. Accidents-Fatal	3	0	300%
M.V. Accidents-Injury	65	52	-20%
Property Damage	240	252	+5%
M.V. Accidents-Total	308	304	-1%

MOTOR VEHICLE VIOLATIONS CITED:

	2012	2013	%Change
Civil	624	660	+6%
Warnings	1113	1359	+22%
Arrest M/V	279	357	+28%
TOTAL	2016	2376	18%

HEALTH & HUMAN SERVICES

BOARD OF CEMETERY COMMISSIONERS

In 2013, Adams Cemetery, the Town's first burial ground, was in its 277th year, (established in 1736.) East Wilbraham Cemetery, its 253rd (established in ca. 1760) and Glendale Cemetery its 233rd, (established in ca. 1780.) All three cemeteries have been serving Wilbraham and its surrounding communities well ever since. There are ample burial spaces for the far distant future. Each cemetery was originally associated with a church, with the parishioners providing stewardship. In 1876, the Town assumed control and care of the three cemeteries, and from that year onward, has appropriated a yearly budget for their upkeep.

In 2013, there were 10 total burials: 6 in Adams, 0 in East Wilbraham and 4 in Glendale. Of these, 2 were full burials and 8 were cremation burials.

During 2013, emphasis in Adams was to maintain the newly planted post-tornado trees with the assistance of the two volunteers from Senior Tax Work-Off Program. 19 broken, damaged or leaning historic monuments were professionally repaired and up righted. Several foot markers that were leaning were repaired by the three workers of the Senior Tax Work-Off Abatement Program. There are still other monuments that are in need of repair.

The October Adams Cemetery Walking Tour, held in conjunction with the Athenaeum Society's Fall Open House, in which its members, (after researching the life of one of the burials listed in the Adams Cemetery,) dressed in period costume, reenacted the part of that person, "speaking through them" detailing the difficulties of their lives in the early days of Wilbraham and what they might say to us today. There were nearly one hundred residents in attendance at the Adams Cemetery Walking Tour and Open House.

A memorial honoring James Clark, Jr. was dedicated by former Cemetery Commissioner Phil Hamer. As a result of a fire in

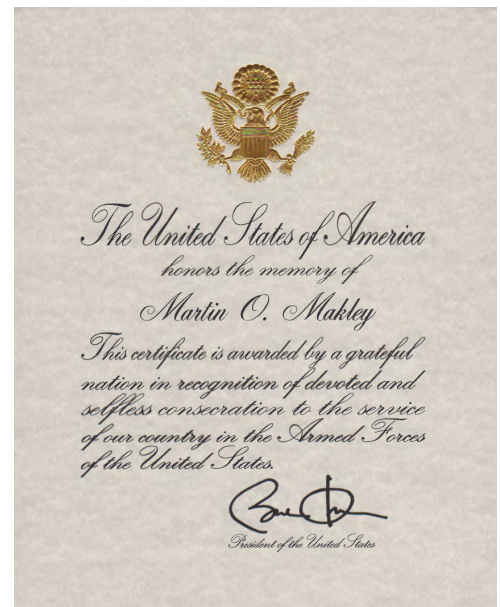
the home of the, then, Adams Cemetery Commissioner, all records for Adams Cemetery were destroyed. Although James Clark, Jr. was a member of the Wilbraham Historical Commission and not of the Cemetery Commission, he took on the task of recreating the records of the Historic Section of Adams Cemetery by creating a map and an almost-complete database. In 2005, Bruce Tingle, former Cemetery Commissioner, diagrammed the map. The map and database are still in use even to this day. In 1964, James Clark, Jr. created the "Adams Cemetery Walking Tour" booklet, selecting historic graves that are listed in the booklet. Copies of the booklet are available at the Town Clerk's Office.

At East Wilbraham Cemetery, trees were trimmed; vines and brush at the fence line were removed. The newly planted trees were cared for by a volunteer from the Senior Tax Work-Off Program. Other regular maintenance and upkeep was also completed.

At Glendale Cemetery, the remainder of the white picket fence surrounding the last section of the historic section was installed. The overgrowth and trees from the north-east section were removed. The newly planted trees were watered by the shared Senior Tax Work-Off Abatement Program workers from East Wilbraham Cemetery.

During the 2013 Memorial Day observance, a memorial for Martin O. Mackley, the "lively" revolutionary War Veteran recently seen taking his walk, was installed. Whereas the inscription of the original monument was weathered and almost unreadable, Glendale Commissioner, Don Bourcier applied for a replacement memorial from the Veterans' Administration. The Co. C., 10th Massachusetts Volunteer Revolutionary War Unit was present as a military honor guard and fired a twenty-one gun salute. There were nearly fifty in attendance for this ceremony.

All three cemetery grounds are being maintained in keeping with their unique rural appearance.



The photo at the top of the page shows the newly installed memorial in front of the original monument; and the photo below the top photo is a citation which was received, signed by President Obama, honoring the memory of Private Mackley in recognition of his service to our country. Photo courtesy of the Cemetery Com..

Board of Cemetery Commissioners

Donald R. Bourcier, Chairman
Wilfred R. Renaud, Secretary/Treasurer
William Bickley (resigned 11/2013)

COMMISSION ON DISABILITY

In 2013, the Commission continued its work to inform and educate the Wilbraham community with a variety of public meetings and outreach activities.

The year included the passing of long time Commission member and former Chairperson, Elaine Scott, and the retirement of member, Barbara Venneri. These two volunteers' dedicated services to their community will be greatly missed.

The year also included the appointment of Maggie Wurm, a professional with a career that involves supporting families with special needs. The Commission closes the year with two vacancies and asks that any town resident with knowledge of accessibility issues considered serving on the Commission by sending a Letter of Interest to the Town's Board of Selectmen.

The Commission continued to work with other Town Departments, such as the Town Clerk, Fire Department, Community Gardens, Recreation Department and Public Access Television on issues of accessibility that included the following:

- ◆ wheelchair availability at polling places (Town Clerk);
- ◆ access to public parking and office area (Fire Department);
- ◆ accessible planting boxes (Community Gardens);
- ◆ accessibility of new and future improvements at Spec Pond (Parks & Recreation Department);

facility accessibility and media services to the disabled (Public Access Television) Issues brought to the Commission by its members and the public in 2013 involved crosswalks, signage, and vehicle placarding, which were also addressed.

The monthly public meetings during the year are being held at different locations in Town to accommodate public participation and to familiarize Commission members with the breadth of disability issues faced by Town residents.

The Wilbraham Commission on Disability is the local representative of the State of Massachusetts Office on Disability. The Commission advises and assists town officials in ensuring compliance with federal

and state disability laws. Members work with the Town's Building Inspector to survey public buildings, and monitor compliance with the federal ADA requirements and the Massachusetts Architectural Access Board standards. The Commission reviews employment policies and procedures, parking facilities at businesses, recreational access, publication of town reports and other accommodation issues for the disabled. Meetings are open to the public and the Commission provides information and consultation to citizens of Wilbraham with disabilities and their families.

Commission on Disability
Ed White, Chair
Steven Fratoni, Secretary
Diane DaSilva
Elaine Scott (deceased 2013)
Ben Hogan
Earl Way
Barbara Harrington
Maggie Wurm
Barbara Venneri (resigned 2013)

ADA Coordinator
Lance Trevallion

Wilbraham Senior Center



COUNCIL ON AGING/ ELDER AFFAIRS

The Wilbraham Senior Center/Council on Aging works to improve and enhance the quality of life for elder residents in Wilbraham. Senior Center staff supports and promotes the independence and social, physical, and emotional well-being of Wilbraham elders by implementing and maintaining quality education, nutrition, recreational, and wellness programs. The staff includes Director of Elder Affairs Paula Dubord, Social Services Coordinator/Veterans Administration Assistant Barbara Harrington and Activities/Volunteer Coordinator Mary Ellen Schmidt.

Attendance for activities and programming continue to increase with added classes for 2013: monthly socials, Spanish Classes, Healthier You Support Group, Book Club, Reflexology, Zumba Gold, Belly Dance and Jazz Class.

EVENTS STATISTICS

Cultural Events	346
Information Sharing	306
Recreation	924
Community Education	1,290
Fitness/Exercise	6,054
Health Screenings	1,050
TOTAL ATTENDANCE	16,725

The Social Service/Veterans Office saw a 30% increase from the previous year for services requested by residents. The depressed economy created an increase in Fuel Assistance and Veteran's Aide Applications.

SOCIAL SERVICES STATISTICS

Family Support	36
Follow ups	178
Food Stamps	29
Fuel Assistance	194
Social Services	380
Veterans	443
Wellness Check/Misc.	120
TOTAL SERVICES	1,318

The Senior Center Van provided transportation with staffing through the Senior Tax Work-off Program. Transportation for medical appointments is provided by volunteers using their personal vehicles.

TRANSPORTATION

Grocery	732
Medical	264
Senior Center Events	350
Shopping	766
Veterans Events	48
TOTAL RIDES PROVIDED	2,160

With 3 full time staff members, the Senior Center relies heavily on 93 Volunteers to offer services and activities to close to 4,000 seniors.

(Continued on page 62)

VOLUNTEER STATISTICS

Office volunteers hours	1,610
Medical drivers hours	313
Weekend Meals drivers hours	186
Newsletters volunteers hours	306
Van drivers hours	540
Van drivers hours	1,059
TOTAL VOLUNTEER HOURS	4,014

(Continued from page 61)

In November, the following were appointed to the Senior Center Building Feasibility Committee: Norma Bandarra, Carolyn Brennan, M. Trant Campbell, Paula Dubord, Gina Kahn, Dennis Lopata, Nicholas Manolakis and Thomas Sullivan. This group is charged with evaluating options for the relocation of the Senior Center. The Committee shall determine future programmatic needs of the Senior Center and the corresponding space needs as well as evaluate the feasibility of renovating current town properties, leasing a facility, or building a new building on Town or privately owned land.

The Council on Aging lost board member Mark Soukup on March 24, 2013. Mark joined the board in 2010 and served until the time of his passing. He always had the best interest of the Senior Center in his thoughts and worked tirelessly on the Council on Aging and on the Friends of Wilbraham Seniors towards obtaining a larger center. He is sorely missed. In December, longtime Wilbraham resident Diane Weston was appointed to a 3 year term on the Council on Aging.

Council on Aging

M. Trant Campbell, Chairman

Robert Page

Theresa Munn

Ellen O'Brien

Marie Valentine

Diane Weston

Giles Turcotte

Council on Aging-Pastoral Advisor

Fr. Panteleimon Klostri

Director of Elder Affairs

Paula S. Dubord

Social Services Coordinator/Veteran's

Administrative Assistant

Barbara Harrington

Activities/Volunteer Coordinator

Mary Ellen Schmidt

HEALTH INSPECTOR/ BOARD OF HEALTH

The Board of Health (Board of Selectmen) is responsible for protecting public health and the environment. The Inspector is responsible for the enforcement of, and education for public health issues and regulations. The position requires the inspection of all restaurants, retail food establishments, motels, tanning and piercing salons, schools, swimming pools, bathing beaches, camps for children and housing. These inspections are conducted to assure compliance with state and local regulations that govern them. When violations are observed, the facility is cited and a re-inspection is conducted to verify compliance.

2013 Health Inspections Conducted

Food Establishments (i.e Restaurants, Non-profit Kitchen, Schools)	72
Food Establishment Retail	14
Food Establishment-Bakery/Residential Kitchen	8
Seasonal Food/Farmer's Market	8
One Day Food Establishments	6
Camps	10
Pools	8
Tanning Salons	2
Motel	1
Total Inspections in 2013	129

In addition to the above, the Inspector is responsible for investigating complaints, such as trash and debris on private or public property, the health and welfare of individuals who may need assistance or guidance, noise complaints, septic system failure complaints, and air quality issues and any other issues relating to public health concerns. In all these instances the Inspector conducts an inspection to deter-

mine the health risk, and follows up with a letter to, or contact with, the affected parties to eliminate the health risk. When compliance with an order is not obtained within the specified time, the inspector will continue the enforcement through the legal process. In these cases, the Inspector submits the documentation to the appropriate court and represents the Town in any subsequent court proceeding.

The Health Inspector also represents the Town at the Hampden County Health Coalition and Regional Emergency Planning Committee which meets monthly to discuss and initiate preparedness and public health initiatives. Throughout the year, various drills are conducted to evaluate emergency response.

The Health Inspector is required to handle all aspects of the enforcement of Title V of the Environmental Code. This includes witnessing all site assessments required during percolation testing for new construction and repairs of leach fields in the Town. The proposed design for the new leach field or any component is submitted for the Inspector to review/approve. The Inspector is then required to conduct all field inspections of the installation to assure compliance with the approved design. All aspects of Title V are handled through the Engineering Department at the Town Office Building. In 2013, the Inspector witnessed 48 percolation tests, reviewed 96 septic designs, and inspected 70 installations.

Board of Health

James E. Thompson, Chairman

Robert W. Russell

Robert J. Boilard

Health Inspector/Title V Inspector

Lorri McCool

Administrative Assistant

Candace Ouillet Gaumond

PUBLIC HEALTH NURSE

The Public Health Nurse continued to monitor health trends, health risks, and disease outbreaks in 2013 with the assistance of The Massachusetts Department of Health via the Massachusetts Virtual Epidemiologic Network (MAVEN). This cooperation allowed our department to access a multi disciplinary team of Epidemiologists, Biostatisticians, Medical Microbiologists, Environmental Health Officers, and the Massachusetts Emergency Management Agency (MEMA).

The Wilbraham Public Health Nurse was invited by the Massachusetts Department of Health to mentor a public health graduate student as an intern. Over a four month period of time, this intern conducted a Senior Needs Study that examined the projected physical and psychosocial needs of our growing elder community. Her findings were presented to the seniors of Wilbraham, the Wilbraham Council on Aging, the University of Massachusetts Amherst - Public Health and The Massachusetts Department of Public Health. Our student intern also appeared on Mass Appeal Live in a Public Health and Wellness Segment. Her needs study is available for review by the public via the Office of Nursing/Wilbraham Public Health, located in the Wilbraham Senior Center.

The Public Health Nurse provided over 480 screenings, multiple medical referrals, infectious disease control assistance, teaching and community outreach. She worked in cooperation with the Wilbraham Senior Center, Wilbraham Public Schools, Recreation Department, Veterans Affairs, Hampden /Wilbraham Medical Reserve Corps, local physicians, Animal Control, Shine, Greater Springfield Senior Services, The Massachusetts State Laboratories and local hospitals. The Public Health Nurses Office of Wilbraham held two successful state-supplied free Flu Clinics at the Wilbraham Senior Center with the assistance of four local volunteer registered nurses and the Wilbraham Fire Department.

The Public Health Nurse continues to participate in state and federal public health education programs and successfully completed TB Today: Integrating Knowledge

with Practice - Rutgers University. She continues to attend local Emergency Management Shelter Trainings. The nurse is an active member of the Hampden - Wilbraham Medical Reserve Corps and The Hampden - Wilbraham Public School Safety, Wellness, Emergency and Advisory Team.

The Wilbraham Public Health & Information Center is located in the walk through room of the Senior Center. The information contained within is updated frequently and contains, but is not limited to, Safety, Infectious Disease, Chronic Illness, Adult Inoculation Schedules, Wellness Guides, Lyme Disease Prevention and Food & Drug Recall notices. Blood Pressure Screenings are done every Tuesday at the Wilbraham Senior Center. Consultations are available with the Public Health Nurse every Tuesday and Wednesday from 9am until 2pm. Wellness checks and home visits are scheduled as needed. Community Outreach Wellness Clinics are offered the first two Wednesdays of every month. We continue to offer free Sharps Containers and information about free Needle Disposal Sites.

*Public Health Nurse
Lee Giglietti BS, RN, BSN*

WILBRAHAM HOUSING AUTHORITY

2013 was a year of change at the Wilbraham Housing Authority. The previous Executive Director, Carol Anne Young retired after twenty years; and Paula Olsen became the new Executive Director. Reflecting back over the year, the Wilbraham Housing Authority completed many projects; from sprucing up the exteriors of both the Pines and Miles Morgan complexes to procuring new roofs and a septic system for the family units.

Miles Morgan: Several projects took place at Miles Morgan this year. Nearly all of the bathrooms had no electric outlets, so new GFCI outlets were installed in every bathroom. The lighting on the buildings and the lamp posts were updated. Lighting was also added to illuminate the American flag. All of the exterior doors and benches were painted to give the place a fresh look.

The Pines: The Pines was updated with new sidewalks and new benches. The parking lot was re-painted, as were outside doors and railings. Flowers were planted and the grounds were cleared of leaves and branches in the spring at both complexes, thanks to the Minnechaug Regional High School's Boys' and Girls' track teams.

Family Units: Five of the family units needed new roofs. Over the course of the year, all five units had new roofs installed. One family unit had a very old septic system that no longer passed inspection and needed to be replaced to occupy the building. After a lengthy process, we are happy to report the new septic system was completed in November.

Are you interested in serving on the Wilbraham Housing Authority Board? There are five commissioners on the Wilbraham Housing Authority board. Four commissioners are elected to a five-year term in the Annual Town Elections. The fifth commissioner is appointed by the Governor, also to a five-year term. Board meetings are held on the second Tuesday of each month at 7:00 p.m.

The Massachusetts Department of Housing and Community Development is the regulatory agency for the Wilbraham Housing Authority. The Wilbraham Housing Authority manages affordable family and elderly/disabled housing. Applications are available at the Housing Authority Office, 88 Stony Hill Rd. weekdays 8:30 a.m. to 12:30 p.m. or by calling (413) 543-1700.

Wilbraham Housing Authority Board

*Peter Manolakis, Chairperson
Anne Turcotte, Vice Chairperson
Judy Cezeaux, Treasurer
Cindy Peret, Assistant Treasurer
Angel Reyes, State Appointee*

*Executive Director
Paula Olsen*

(From left to right) Barbara Harrington, Administrative Assistant, William Dion and William Garvey, World War II Veterans, decorating Glendale Cemetery. Photo courtesy of Veterans' Affairs Department.



and their family members during 2013. This included phone calls, office and home visits totaling 450 service units. Relocating the Veterans Office to the Senior Center a few years ago has been a great success. This move has proven to be positive and beneficial to the citizens of Wilbraham.

The goal of the Veterans Office is to provide valuable information and availability to the Veteran and their family. We are happy to answer questions relating to benefits, documents and military services. Our office hours are Monday- Friday 9:00a.m. to 3:00p.m. We can be reached at 596-8379 email rprochnow@wilbraham-ma.gov or bharrington@wilbraham-ma.gov. The Veterans Agent is available for home visits for our homebound veterans.

Programs and Ceremonies

Our annual Memorial Day ceremony was held on Sunday May 26, 2013, 10:30a.m. at Crane Park. Our guest speakers were The Honorable Gale Candaras, Massachusetts Senate and Selectman Robert Russell. Our guest speaker was James Woolsey Superintendent of the Springfield Armory. We also welcomed the Korean War Veterans, American Legion Veterans Post 286 of Wilbraham, Polish American Veterans, Quaboag Highlander Pipes & Drums, and Civil War 10th Mass Volunteer Infantry Militia. Father Daniel Cymer from St. Cecilia's Church gave the invocation. A beautiful rendition of God Bless America was sung by students. Jake Roberts concluded the ceremony with playing Taps.

tion towards the Veterans. Once again, the Village Store and Café provided us with nice array of delicious refreshments.

Veterans Benefits

The Commonwealth of Massachusetts provides one of the best state Veteran's benefits programs in the nation. Cities and towns administer and dispense the benefits, and are reimbursed at 75% from the Commonwealth. In 2013, the Town spent \$73,395.41 in Veterans Benefits under Massachusetts General Law, Chapter 115, as approved by the Commissioner of Veterans Services, of which 75% (\$55,046.56) will be reimbursed by the state to the Town.

The Veterans Office helped 89 Veterans

The Veterans Office would like to express gratitude to all of the people who helped to make our programs a success. We salute all of the Veterans and their families for their commitment and sacrifices for their country. We will especially miss William "Bill" Dion who always was involved in "flagging" our cemeteries for Memorial Day.

Respectfully Submitted,
Richard J Prochnow
Veteran Agent

Barbara Harrington
Veterans Administrative Assistant

November 11, our annual Veterans Day ceremony was held at Crane Park with one of the largest crowds in attendance. Our guest speaker was Master Sergeant Andrew Biscoe of the United States Air Force from Westover Air Force Base. Reverend David Hurst from Grace Union Church gave the invocation. State Representative Angelo Puppola and Selectmen Jim Thompson and Robert Boilard were also in attendance. Our music was provided by the Minnechaug Regional High School Band under the direction of Margaret Reidy. The Pledge of Allegiance was lead by Olivia Yarrows. The Veterans' Office would like to acknowledge Boy Scout Troop 359 with Scout Master Kenneth Lynch for their participation and dedica-

Memorial Day Parade. (From left to right) Bill Holden, Glen Trevallion, George Allen and William Garvey, Members of the Wilbraham American Legion Post 286



PARKS, RECREATION & CULTURE

THE ATHENEUM SOCIETY

This year 2013 has been an exciting and rewarding year at the Old Meeting House. We have presented many interesting programs/activities with no admission fee at the Open House events as published in local media May through December.

2013 Events/Programs

Month	Events/Programs
May	Exhibited Vintage Clothes
June	Redware Pottery Lecture Displayed the Original Wilbraham Charter. (Thanks to Senator Gale D. Candaras.)
July	Art Show and Ice Cream Social. (Held during the 250th Anniversary Parade.)
August	Vintage Auto Show
September	Revolutionary War Display and Lecture.
October	Taste of Wilbraham
November	Candlelight Tour of Adams Cemetery
December	Tribute to Veterans
December	Christmas Tree Festival and Ice Sculpture.

The Old Meeting House Museum is open to the public without admission charge. Donations are always appreciated. Special group tours are also available upon request. Please note our sign in the front yard listing upcoming events and times. Also notifications of changes in dates/times.

The Old Meeting House is now open the first Sunday of the months of May through December. Please note this change for 2014.

We welcome the Wilbraham Community to visit us at the Old Meeting House Mu-

seum as we strive to present programs that are of an interest to all.

The Atheneum Society

*Peter Ablondi
Donald Bourcier
Wally Clark
Nan Nieske
Emily O'Brien
Wendy O'Rourke
Lucy Peltier
Michelle Sampson
Sandy Sanders
Bill Steele*

CULTURAL COUNCIL

The Massachusetts Cultural Council's Local Cultural Program is the largest grassroots cultural funding network in the nation, supporting community-based projects in the arts, humanities, and interpretive sciences annually. The goal of the Wilbraham Cultural Council (WCC) is to fund as many programs as possible to enhance and benefit the cultural vitality of the Town of Wilbraham as a whole, rather than benefiting any private individual or group. The amount of funds Wilbraham received this year was \$3,870, with interest earned the amount available for grant awarding totaled \$3,907. The WCC tries to reach as many different audiences as possible, from school-age children to senior citizens. Since the funding from the Massachusetts Cultural Council is limited, the funds are spread thin. Our members feel that we have been fair and equitable in our choice of programs which are receiving funds this year. After two open meetings were held at Town Hall for informational purposes and, after receiving some very widespread publicity, the WCC received and considered 21 applications requesting funding for 2013. One application was withdrawn by the applicant before being considered. The requests ranged from a low of \$150 to a high of \$2,000; this year we were able to fund 11 requests. One of the Council's priorities this year was to award funding to support

Wilbraham's year-long 250th Birthday Celebration, which received the largest award for its kick-off First Night Celebration. Some of the additional funding awards granted were:

- ♦ Admission tickets to *Lupa Zoo, the Basketball Hall of Fame* and *Springfield Science Museum* for children participating in the Wilbraham Parks and Recreation Summer Program at Spec Pond;
- ♦ *Strings and Friends Concert* at Minnechaug Regional High School;
- ♦ *Georgia O'Keefe Pastels* at the Wilbraham Public Library;
- ♦ *Hear That Whistle Blow* at the Wilbraham Senior Center, to name a few.

The WCC feels that the programs selected for funding in 2013 will promote the availability of rich cultural experiences for every Wilbraham resident.

Wilbraham Cultural Council

*Margaret J. Kelliher, Chair
Janet Wise
Janet Vitkus
Martha Damon
Deborah Alm
Jean Stone
Susan Adams*

HISTORICAL COMMISSION

During 2013, the major project of the Wilbraham Historical Commission (WHC) was to initiate the complex process of nominating our three town owned cemeteries to the National Register of Historic Places (NRHP). We are grateful that we were able to fund this project with a Community Preservation Act (CPA) grant. The outcome of our application will become known to us at a later date. To learn more about the NRHP, please visit the following website: <http://www.nps.gov/nr/about.htm> To view the results of many years of research completed by WHC members, past and present, please visit MACRIS at <http://mhc-macris.net/>. This is a Massachusetts website where thousands of docu-

(Continued on page 66)

ments (submitted by Historical Commission members throughout the state) can be accessed.

To help celebrate Wilbraham's 250th Anniversary, Carol Albano, Commission member, and Mary Bell, Wilbraham librarian, organized and conducted two tours of historical areas of Wilbraham. A large number of Wilbraham residents took advantage of this opportunity to learn about our past. At the request of the Massachusetts Historical Commission (MHC), we sought out the tri-town marker which indicates the point at which Wilbraham, Hampden, and Monson meet. Our adventure began with a ride to Beebe Road, where the Hampden-Wilbraham marker can be found by the roadside. When talking to a resident of the area, we learned that the tri-town marker might be on her neighbors' property. After leaving a note for the property owner, we were contacted and given permission to walk on their land to seek it out. Despite the obvious tornado damage, we were able to find and photograph the marker. We are very grateful for the wonderful cooperation

we received from the property owners. The first meeting of the Western Massachusetts Historic Commission Coalition was held on December 9, 2013. Attendees heard from Chris Skelly, MHC Director of Local Government Programs, and had questions answered on a variety of preservation topics. Two members of the WHC attended the meeting and hope to continue to meet with other Historical Commissions in the area in an effort to share ideas and resources.

Wilbraham Historical Commission

Robert T. Kelliher Jr. Chair

Carol Albano

Walter M. Clark Jr.

Martha Damon

Patrick Kiernan

Lucy Pelland

Arthur Wolf

PARKS & RECREATION DEPARTMENT

2013 was a fruitful year for the Parks & Recreation Department. We looked back and celebrated our 25th anniversary of offering fun and adventure at the Spec Day Camp. We celebrated our twenty-five years of partnership with Mary Ann Studio of Dance, which has allowed us to offer a professional, yet, affordable dance program to our community. We also celebrated ten years of fun at the annual Easter Egg Hunt, and marked our fifth year of offering online registration and support with Active Net software.

Our program enrollment remained strong with programs like the annual Turkey Day Jamboree, reaching an all time high participation of sixty-nine teams. Beyond our standard sports programs and classes/clinics, we were pleased to see our other programs such as the Wilbraham Hiking Club, Spec Pond Beach, Crane Hill Disc Golf Course and our new accessible to all play ground gain interest and attendance. We introduced a new wrestling program, an All American Speed Clinic, a boy's lacrosse clinic, a field hockey clinic, and new art and science programs to our line up in 2013.

The Recreation staff had another turnover in its Department. Jared Pabis, Assistant

Parks & Recreation Director, moved on into a career change in November. The position will be filled from a strong pool of qualified candidates. The Administrative Assistant, Merrie Kaye, completed her 14th year, the Parks & Recreation Director, Bryan Litz, completed his 13th year allowing for continuity in all aspects of this very active Department. Parks Foreman, Tom Wilson, with help from parks staff member, Dominic Brady, continues to keep our million dollar Spec Pond facility in excellent shape.

Renovations to the facility this year included:

- ◆ The new storage/concession building became operational, serving its first hamburgers in June;
- ◆ Sport field lighting was completed, allowing for our first ever night-games;
- ◆ Accessibility improvements were made to the Spec Beach area;
- ◆ A new press box was built on the Farrell field; and
- ◆ Drainage improvements

In August, the Spec Pond Recreational Facility was host to the Town of Wilbraham's 250th Anniversary Town barbeque with over 1,000 in attendance. This was a record for the facility which held the event with ease.

Two very successful fundraisers were held in October to support this Department. A Five Mile Run was marked off in the Spec Pond Facility and runners took off in the morning hoping to win prizes. The first annual Oktoberfest was held the same evening at the pavilion with attendance of over 150.

The Parks and Recreation Department continues to evolve and update programs and upgrade facilities to meet the active lifestyles of the residents of Wilbraham and surrounding communities. Much more is planned for 2014; especially exciting are the plans to have the Spec Pond Spray Park up and running by June. The Parks & Recreation Department is committed to increasing and improving dynamic and diverse options for quality recreation!

We are grateful to all the Recreation Commission members for their years of service and dedication to not only the Parks and Recreation Department but also to the Town.

(Continued on page 67)



Tri-Town Markers. Photo courtesy of the Historical Commission.

Playground & Recreation Commission

Mark Jones - Chairman
Stan Soja
Bill Scatolini
Jon Stogner
Patricia Silk
Dave Patterson
Marian Poe-Heineman

Bryan Litz
Director of Parks & Recreation Department

Jared Pabis (resigned 2013)
Assistant Parks & Recreation Director

Merrie W. Kaye
Administrative Assistant

**Wilbraham
Parks & Recreation Department
& the Public Library are now on
Facebook!!!!**



PUBLIC LIBRARY

Several new initiatives were launched at the library during 2013. The children's department has made early childhood and literacy areas a focus, adding special stickers to the "beginning reader" section to denote reading level, making it easier for parents and caregivers to find appropriate titles. "Baby Bundles" are mailed to parents of every newborn in Town with a special board book to promote the development of language skills. The children's staff have also partnered with the "Pathways for Parents" organization to provide special programming for parents and toddlers.

The library's magazine collection, DVDs, adult audio books, and new materials have played "musical chairs" and have moved around a bit on the first floor. A team of volunteers assisted our technical services department to repackage our DVDs into new compact browsing sleeves. This new system makes more efficient use of shelf space, and offers a better browsing experi-

ence for our patrons. We also expanded our "Speed Read" collection of bestsellers through the use of a popular book leasing program for libraries.

The library staff began the process of converting the adult nonfiction collection to a new classification system called "BISAC", similar to systems used in bookstores. So far, the subject areas completed are drama, poetry, film, music, literary collections & criticism, television, travel, true crime, and weddings & celebrations. The entire project should take two years, and there will be appropriate signs placed throughout the shelves when sections are moved.

Demand for e-books continues to grow, with circulation increasing by 75% over last year. Staff provided over 35 individual training sessions with users of Kindles, Nooks, iPads, and other tablets. Additions to our online database offerings included "TumbleBooks Jr. Cloud," a resource for children in grades 2-6, "Financial Literacy," a tool for teens and parents to learn about budgeting, student loans, and other life skills, and "FactCite Lincoln Library," which provides reference materials for K-12 graders.

With the assistance of volunteer drivers, the library continues to provide outreach services to home bound residents, and has expanded our off-site collections to include the Wilbraham Commons facility.

Programs for all ages are an important library service. The Friends of the Library and the Wilbraham Cultural Council supported the special events through the summer reading program, in which 353 children participated. The library's teen group received local media coverage from ABC TV-40 for their involvement in "Project Linus," an event that created cheery blankets for children in local hospitals. Adults participated in a variety of book discussions and enjoyed a field trip to the Yiddish Book Center in Amherst in conjunction with the community reading program featur-

ing "Outwitting History," by Aaron Lansky. The Film Movement series continues to draw a regular crowd for independent and foreign films each month.

The library's public computer workstations have a new simplified interface and offer Internet browsing through Firefox and word-processing, spreadsheet, and presentation creation functions through the LibreOffice software suite. This new system will offer substantial cost savings for the library.

The library was supported throughout the year by LIFT, the Friends of the Library, and the Memorial-Endowment Fund, and received special donations from Country Bank, Hampden Bank, and People's United Bank, the Wilbraham Garden Club, and the Wilbraham Cultural Council. ProShred collaborated with the library for a fundraising event, and several local businesses offered support for our summer reading program.

The Board of Trustees and the library staff thank all the organizations and individuals who serve on library committees, manage programs and events, and volunteer their time on behalf of the library.

Board of Library Trustees

James S. Jurgens, Chairman
Jean Canosa-Albano
Raymond Burk
Sarah Lloyd
Linda Moriarty
Llewelyn Merrick (resigned)
Gloria Russell

Karen Demers
Director of the Public Library



*The Recycled Rhythm Band at the Wilbraham Public Library.
Photo courtesy of the Wilbraham Public Library.*



DID YOU KNOW?

If people paid the retail cost for all the items that they borrowed from the Wilbraham Public Library in 2013, they would have spent \$2,438,013.45.

BRIEF STATISTICS

Category	Adult	Teen	Children	Total
<i>Collection Holdings</i>				
Books	24,590	2,206	21,478	48,274
Periodicals	1,526	225	142	1,893
Video formats	2,729		1,658	4,387
Audio formats	3,400	160	1,017	4,577
Total holdings (includes other materials not listed above)	32,283	2,592	24,544	59,506
<i>Circulation/Checkouts</i>				
Books	49,584	6,899	43,253	99,736
Periodicals	3,900	131	240	4,271
Video formats	16,613		7,823	24,436
Audio formats	9,723	363	1,191	11,277
Total circulation (includes other materials not listed above)	79,989	7,473	54,870	142,332
<i>Other statistics</i>				
Registered borrowers				9,583
Programs	113	34	136	283
Program attendance	998	918	3,071	4,987

PUBLIC ACCESS TV

In 2013, WPA welcomed a new Executive Director, Anthony Aube, who has extensive background in production, television and education in this area of expertise. Since Director Aube's hire, WPA has gone through a transformation. The entire television station located at the "Little Red School House" has been cleaned out and re-organized. A new carpet was installed in the front foyer of the building to make the entrance more attractive to the community. Additionally, a QC (quality control) Television was mounted on the wall to monitor WPA stations to ensure quality effectiveness.

At WPA a massive undertaking was conducted to inventory and assess all the equipment in the studio, which was completed by the end of 2013. In the process, to ensure the availability of functioning equipment, two new iMac editing com-

In 2013, the WPA staff worked hard to correct any equipment/technical problems to get all the WPA channels functioning. Production of community events and board/committee meetings have resumed to full tilt. All the production of events and meetings would not be possible without the continued support of WPA's volunteers. Wilbraham Public Access is always recruiting volunteers.

Director Aube would like to extend his deepest and heartfelt appreciation to the

Public Access TV Advisory Committee

***Executive Director
Anthony Aube***

Production Coordinator
Paul Villano

**2013 PUBLIC ACCESS
COMMUNITY PRODUCTIONS**

[illegible]

**2013 PUBLIC ACCESS
COMMITTEE & BOARD PRODUCTIONS**

Committees & Boards	Jan	Feb	Mar	Apr.	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Board of Selectmen	1	3	3	1	3	4	1	2	4	3	6	4
Finance Committee	2	1	4	2	2	0	1	0	0	1	0	0
Conservation Committee	1	1	1	2	2	2	2	2	1	1	1	0
Planning Board	2	2	2	3	3	1	2	1	2	1	2	1
Open Space	1	1	1	0	0	1	1	1	1	1	0	1
Commission on Disabilities	0	0	0	0	0	0	0	0	0	0	1	0
HWRSD Committee	2	1	1	2	3	3	1	2	3	2	2	2
MRHS Building Committee	2	1	1	0	2	1	2	2	2	1	2	0
Vision Task Force	3	1	2	2	4	4	5	4	3	0	0	0
Monthly Totals	14	11	15	12	19	16	15	14	16	10	14	8

2013 Committee & Boards Totals:	164
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HAMPDEN-WILBRAHAM REGIONAL SCHOOL DISTRICT

SUPERINTENDENT OF SCHOOLS

The vision of the Hampden-Wilbraham Regional School District is to develop an “interactive learning community of creative, passionate thinkers in a safe and healthy environment, embracing opportunities to contribute to and compete in a global society while valuing honesty, integrity, responsibility and respect for each individual.”

The following reports, I believe, demonstrate our commitment to this vision. Beyond this, the reports provide evidence of the:

- ◆ Professionalism and dedication of over 500 District employees.
- ◆ District-wide focus on building and sustaining healthy and safe learning environments.
- ◆ Commitment to developing HWRSD as a true “community of learners.”
- ◆ Emphasis on meeting the needs of all learners by providing a range of academic experiences and services.
- ◆ Active involvement of our parent community in the educational process.
- ◆ Well-coordinated and aligned program of curriculum and instruction.
- ◆ High levels of achievement and accomplishment in the academics, athletics, arts and community service by the students of Hampden and Wilbraham.
- ◆ An administrative commitment to working with all stakeholders to provide educational excellence in a cost-effective, efficient manner.

In schools throughout the District, we are particularly excited about new educational technology and its impact on student learning. Interactive projectors, tablet technology, and online learning are beginning to shape schooling in very powerful ways.

On behalf of the faculty, staff and students of the District, I extend my appreciation for the support we receive from the townspeople

of Hampden and Wilbraham.

*M. Martin O’Shea,
Superintendent of Schools*

ANNUAL FINANCIAL REPORT

The theme for the Hampden-Wilbraham Regional School District’s FY13 budget was “A Focus on District Goals.” The intent for the budget was to develop a goals-based budget that reflects the priorities of the School Committee, aligns the objectives to the District and School Improvement Plans, sustains our commitment to educational excellence and continuous improvement, and realizes efficient and cost-effective programming and staffing in a proactive manner.

Guiding Principles included:

- ◆ Protect the mission and priorities of the District
- ◆ Develop a cost-effective budget that promotes student well-being and achievement
- ◆ Adjust to new economic realities while remaining focused on continuous improvement
- ◆ Obtain adequate funding while recommending assessments to the towns that are manageable
- ◆ Communicate the effort to systematically align goals and build a budget around these goals

The District has sustained high academic achievement while facing continued challenging economic conditions. The reality of the fiscal situation is that we are charged with the difficult task of developing a budget in a financially constricted environment. Our communities have high expectations for student achievement, but they also experienced reductions in their resources used to fund the school and town programs. Our budget proposal was a balanced plan that incorporated the economic realities of the District and the two towns, while meeting the needs of our schools in a fiscally

responsible way. We have supported the request of each community to maintain limited operating assessment increases for several years in a row. These objectives were met by presenting a minimal operating budget increase, going without, using grant funding when possible, and instituting district-wide cost-cutting measures and efficiencies.

The District works closely with its stakeholders to maximize efficiencies and provide the best possible educational experience for the children in our communities by utilizing all resources available. It is the District’s hope that Hampden and Wilbraham will continue to sustain the quality of their school system through their continued generous support.

*Beth L. Regalbuto
Assistant Superintendent for Business*

CURRICULUM

The Hampden-Wilbraham Regional School District designs a rich and rigorous curriculum in order to develop the unique talents of each individual student. The curriculum renewal process is ongoing and ensures continuity and consistency in grades PreK-12. Access to high quality curriculum materials and resources is equitable throughout the District’s schools. The level of technology integration across the curriculum has intensified with improvements in staffing, infrastructure, equipment, reliability, and professional development. The focus on differentiated instruction and inclusive practices to meet the needs of individual learners provides all students with an appropriate level of challenge and support.

Below are some highlights from across the
(Continued on page 71)

curriculum areas:

- The *Responsive Classroom* (elementary level) and *Developmental Designs* (middle school level) programs have been implemented in every classroom in order to create learning environments where children thrive academically, socially, and emotionally.
- The District utilizes a research-based elementary reading and language arts program that incorporates the five components of literacy learning: vocabulary/oral language, phonemic awareness, phonics, fluency, and reading comprehension.
- The *Writing Across the Curriculum* program is a learning strategy implemented at every level in order to enhance the development of literacy, content knowledge, and thinking skills.
- The mathematics curriculum supports the development of conceptual understanding through communication, problem solving, making connections, and meaningful practice.
- The science program advances scientific reasoning as students investigate and solve complex problems using the appropriate tools. Standards-based science units are studied in the classroom and are enriched through regular science labs at the elementary level.
- The history, geography, civics, and economics concepts and skills are addressed through interactive units of study in each grade.
- The arts play a central role in human development for children at all ability levels. Cognitive, language, and social-emotional development are positively impacted by participation in the arts.
- The health and physical education learning opportunities are an integral part of the total educational process and promote a lifelong physically active lifestyle, as well as respect for self and others through a safe school environment. The School Resource Officers in both Hampden and Wilbraham have established an important presence in the schools. This asset promotes safe schools and aligns with the principles of prevention research.

Academic Performance

Since its inception in 1998, the Massachusetts Comprehensive Assessment System (MCAS) has increasingly become a primary source of information with regard to student achievement, curriculum evalua-

tion, and diagnosis of individual student strengths and weaknesses. The chart below provides a comparison of the District's recent results:

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Grade/Subject Tested					
	2010	2011	2012	2013	2013
	HWRSD	HWRSD	HWRSD	HWRSD	STATE
Gr. 3 Reading	78	79	78	66	57
Gr. 3 Mathematics	81	80	63	67	66
Gr. 4 English Language Arts	69	47	71	66	53
Gr. 4 Mathematics	47	39	64	54	52
Gr. 5 English Language Arts	71	78	62	78	66
Gr. 5 Mathematics	57	64	59	62	61
Gr. 5 Science/Engineering	71	73	70	65	51
Gr. 6 English Language Arts	82	81	79	70	67
Gr. 6 Mathematics	67	68	71	62	61
Gr. 7 English Language Arts	87	81	80	81	72
Gr. 7 Mathematics	71	62	66	62	52
Gr. 8 English Language Arts	91	90	92	89	78
Gr. 8 Mathematics	67	59	58	64	55
Gr. 8 Science/Engineering	52	44	48	44	39
Gr. 10 English Language Arts	88	93	97	98	91
Gr. 10 Mathematics	84	85	89	87	80
Gr. 10 Biology	82	77	84	78	71

(Continued from page 71)

colleges.

In addition to MCAS performance, HWRSD educators use a range of information to monitor student achievement. One example of the data considered to be relevant is SAT scores. Score trends rather than results from any one year are considered most relevant. The table below provides longitudinal SAT results for students

Many of these students were admitted to highly competitive colleges and universities including: Bentley University, Boston University, Catholic University, Colby College, College of the Holy Cross, Connecticut College, Dartmouth College, DePaul University, Fairfield University, Fordham University, Harvard University, James Madison University, Northwestern

MILE TREE ELEMENTARY SCHOOL (GRADES PREK-1)

Mile Tree School is Wilbraham's Preschool – Grade 1 primary school. At Mile Tree, we challenge our students to reach their academic potential and teach them the joy of learning. Our mission statement values early childhood developmental learning, a safe and supportive learning community, a healthy and supportive school culture and high expectations of all students.

Mile Tree School is dedicated to helping our young students succeed. Our devoted staff works diligently to differentiate instruction and curriculum to meet the needs of all students. In addition, we provide a warm, caring and safe environment. The sense of community is evident throughout the building by the interactions among students, staff and families.

During the year, Mile Tree School has been involved in the New England Association of Schools and Colleges (NEASC) accreditation process. During this time, the faculty completed an extensive "self-study" and monthly staff meetings and professional development days were spent doing an in-depth examination of Mile Tree School through the lenses of the NEASC Elementary Standards for Accreditation.

During the Accreditation Committee's visit, the seven member visiting team, all of whom are educators in New England public schools, held meetings with faculty, parents, and students, toured the school and visited classrooms. The NEASC Commission will soon release its final report.

Additional Mile Tree School highlights include:

- ◆ Energetic and dedicated PTO
- ◆ School-wide family events such as the Family Fun Walk

A variety of afterschool events, including the Pancake Breakfast, Anything Goes Night and Math and Science night Mile Tree School's parents and families give tremendous support to the school in a variety of ways. Financial contributions

(Continued on page 73)

	District			State			National		
	Reading	Math	Writing	Reading	Math	Writing	Reading	Math	Writing
2003	517	529	n/a	516	522	n/a	507	519	n/a
2004	529	550	n/a	518	523	n/a	508	518	n/a
2005	531	550	n/a	520	527	n/a	508	520	n/a
2006	501	526	509	513	524	510	503	518	497
2007	521	534	522	513	522	511	502	515	494
2008	520	542	526	514	525	513	502	515	494
2009	524	551	527	514	526	510	501	515	493
2010	518	544	523	512	526	509	501	516	492
2011	524	552	519	513	527	509	497	514	489
2012	518	543	523	506	523	500	496	514	488
2013	515	516	534	507	501	522	496	514	488

graduating from Minnechaug Regional High School.

Using all relevant data, the teachers, administrators, parents, students and communities are working together as effective partners. As a result, the Hampden-Wilbraham Regional School District enjoys multiple opportunities to celebrate the excellent accomplishments of its students.

According to the high school Guidance Department, the graduates of the Minnechaug Regional High School Class of 2013 represented a group of academically accomplished students. Of this class, 91% were accepted to and planned to attend post-secondary institutions of higher education, with 70% enrolled in four-year colleges and 21% enrolled in two-year

University, St. Anselm College, Springfield College, Stonehill College, Syracuse University, Tufts University, Union College, Vassar College, and Villanova University.

Timothy W. Connor
Assistant Superintendent for
Curriculum and Instruction

(Continued from page 72)

and volunteers who devote countless hours to our school help support enrichment opportunities including field trips, school-wide programs and upgrading technology.

Rosemary Brosnan
Principal

GREEN MEADOWS SCHOOL (GRADES PREK-4)

Green Meadows School had an enrollment of approximately 260 students in grades preschool to grade four. Our School Improvement Plan focused on two areas: 1) to improve the mathematical skills of all students, teachers will continue to align the current math curriculum with the Common Core State Standards so that by the end of the school year 85% of students will score at or above the criterion on the spring math assessment; and 2) to provide a safe and effective learning environment, Responsive Classroom and Massachusetts Tiered System of Support pilot behavioral tools will be used to create routines and appropriate responses to student behaviors so that office referrals are reduced by 10% by the end of the school year.

To meet these goals, the faculty worked in grade level teams to review the new State Standards in Mathematics and English Language Arts. A Teacher Leadership team was formed with representatives from each grade level to lead this important study to determine what needed to be changed in our current curriculum to meet the rigorous goals of these new standards.

To foster a safe and effective learning environment, teachers at Green Meadows participated in a year-long study group to pilot the use of universal screening tools to measure student progress in the areas of reading and math. Students in pilot classrooms were screened using these tools and then appropriate interventions were used to support student achievement. The goal of tiered instruction is to meet the individual learning needs of each child so that those needing additional assistance have access to extra help and those needing enrichment have opportunities to expand their learning experiences. Teachers at all

grade levels also participated in the Math Curriculum review, which culminated with the selection of our new math program, enVision Math.

Green Meadows finished its self-study for accreditation through the New England Association of Schools and Colleges (NEASC). Teachers worked in teams to evaluate curriculum, instruction and assessment against standards provided by NEASC. The final draft of our Self-Study was submitted to NEASC, their accreditation team visited the school for several days and their final report will be released soon.

The Hampden PTO, School Council and parent volunteers worked hard to support Green Meadows School through fundraising, daily support in the classroom, and contributions to the development of our School Improvement Plan. The fundraising efforts of the PTO were used to support extra-curricular activities such as field trips, field day, Kindergarten and 1st grade Mother's Day Tea, Grade 3 Pig Out and Grade 4 Luau.

Deborah F. Thompson
Principal

STONY HILL ELEMENTARY SCHOOL (GRADES 2-3)

Stony Hill School, built in 1957, refurbished in 1999, and reorganized in 2010, currently educates approximately 320 students in grades two and three. With seven second-grade classrooms and seven third-grade classrooms, Stony Hill strives to make each classroom a true "homeroom". All teachers have been trained in Responsive Classroom techniques and each day begins by celebrating the school community with Morning Meetings.

The focus of our efforts at Stony Hill is summed up in one word: improvement. Our School Improvement Goals are to deliver consistent, standards-based literacy for all students and raise the level of reading fluency for the students who struggle to read. With the adoption of a new math program, enVisions, and the emphasis our teachers place on the Common Core Mathematical Practice Standards, we strive to improve student achievement and enjoyment in math. To achieve these goals,

every day we live to our school motto: "Share the brain, share the wealth, share the leadership". We do this in ways that promote teaching expertise, provide a positive educational climate and address the needs of the whole child: socially, behaviorally, academically and physically.

As always, we are grateful for the efforts and support of our outstanding staff, our PTO and School Council. Without their involvement, all the many enriching, educational, fun and memorable events that define us as Stony Hill Elementary School would not be possible.

Sherrill Caruana
Principal

SOULE ROAD ELEMENTARY SCHOOL (GRADES 4-5)

Soule Road Elementary School enrolls 348 students in grades four and five. Whether they are participating in academic classes, related arts or an extracurricular activity, students are learning and demonstrating the knowledge and skills they will need to succeed in the world. Teachers have committed to building an even stronger school community through increased collaboration between teaching teams and grade levels. The entire Soule Road School staff works diligently to provide positive learning experiences while meeting the needs of the individual child.

An active home-school connection is an essential component to a successful school community. The Soule Road School Instructional Leadership Team has begun an initiative to provide opportunities for parents to participate in school more frequently. Not only will parents be invited to special performances and events, they will also be encouraged to participate in daily classroom activities. These opportunities can increase their knowledge and understanding of curriculum and the learning expectations of the school, as well as foster regular parent-teacher communication. Plus, students enjoy having their parents in the classroom!

To teach and foster positive social behavior, Soule Road School has continued its commitment to Responsive Classroom. Teachers begin each day with a Morning

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(Continued from page 73)

Meeting designed to teach and model positive social interactions and to help students learn how to solve school-related problems. In addition, character value lessons are introduced and studied school-wide and culminate in an assembly to recognize individuals who are role models for that character value. As part of the program, specially selected books highlighting a particular character value are shared with all classes throughout the year. The School Adjustment Counselor facilitates the program by reading and discussing the books with each classroom, building a common experience and understanding that can be referenced during future lessons.

Through teacher meetings, professional development and curriculum planning, both at the school and district levels, teachers are reflecting on their practice and collaborating with one another to increase student learning. In addition to providing student-centered instruction across content areas, teachers have focused considerable effort on implementing new instructional initiatives in math and writing. Teachers at Soule Road School not only work tirelessly within their classrooms, but also beyond the school day on initiatives such as Instructional Leadership Team, School Improvement Council, Writing Leadership Team, and the Student/Teacher Assistance Team, which are essential to maintaining a supportive learning environment. The goal is to provide students with rich and rigorous educational experiences that will result in proficient readers, writers and mathematicians with the interpersonal skills to successfully navigate the 21st century.

Lisa Curtin
Principal

**THORNTON W. BURGESS
MIDDLE SCHOOL
(GRADES 5-8)**

Thornton W. Burgess Middle School had an enrollment of 292 students in grades five through eight. Goals for the year were driven by the School Improvement Plan, developed through the hard work of our School Council. Our focus was not only on improving academic per-

formance, but also character building. Middle school education is as much about academic content as it is about the quality of character our young people develop as students at TWB.

Goal 1: The goal of the Thornton W Burgess learning community is to provide a safe, nurturing environment. We will ensure that our students are physically and emotionally safe as well as provide the framework for them to make healthy decisions on their own. As part of this goal, the faculty decided to focus on character presentations and celebrations. If we want students to make good decisions, then we need to model those actions. This is accomplished through our commitment to continued training in the Developmental Designs concepts that create a safe school environment through a quality advisory program. We also held monthly character assemblies designed to reinforce good decision making, and students who displayed quality character traits were rewarded with admission in to our "students of character" team building activities.

Goal 2: Thornton W Burgess Middle School will meet the needs of all learners by continued and enhanced implementation of our social curriculum represented by the Developmental Designs practice. Further, TWB will have a parallel implementation of tiered instruction to ensure all students achieve meaningful growth on standardized assessments. We continued to implement a tiered approach to instruction and intervention. This approach allowed us to be more reflective on the growth of our students and gave teachers and students more tools to be productive in closing learning gaps. The data from standardized formative assessments of our students directed how classroom instruction was delivered, which resulted in a better instructional experience for our students.

Goal 3: Thornton W Burgess will develop 21st Century methods of teaching and learning that will assist our learners in the use of the digital tools they need to meet with success in the secondary and post-secondary world. One of the daily challenges we face is to meet all learners where they exist on the learning spectrum, so we strive to ensure that we can meet our students' learning needs in a way that makes sense to them. Our students are digital natives, having grown up in a world of technology that most faculty and staff are still learning. As we incorporate more

technology in to the learning process, it is important that we stay current on these best practices. Therefore, we have developed a Teaching and Learning Council and a Technology Team. These groups discuss the best ways to utilize our current technological advantages, such as our new SmartBoard projection systems, and manage our resources for the betterment of our school community.

Noel Pixley
Principal
(through 6/30/13)

Peter Dufresne
Principal
(as of 8/1/13)

**WILBRAHAM MIDDLE
SCHOOL (GRADES 6-8)**

The Wilbraham Middle School's School Improvement Plan focused on three strategic goals in order to make progress and to narrow proficiency gaps. Our first goal was designed to improve the school culture and climate for our students. Through the efforts of faculty and staff and the Safe Schools/Healthy Students Grant, we provided an environment where students were increasingly comfortable and excited to come to school. Students and staff participated in a school culture where, in the words of the school motto, "Teachers teach, children learn, everyone grows!"

Our second goal was designed to increase student learning in the areas of Math and English Language Arts. Teachers throughout the building consciously wove mathematical concepts into their curriculum and provided targeted instruction to meet the specific needs of students. In English Language Arts, teachers continued to work on improving instruction and performance across the curriculum. Students in all disciplines engaged in writing assignments, including reflections and open responses in mathematics and longer writing assignments from not only English

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teachers, but also in classes such as Science, Social Studies and Spanish. MCAS scores showed the same high levels of performance as previous years.

Our third goal was designed to create a more consistent educational experience for all students. Wilbraham Middle School focused on providing an environment that was not only conducive to learning, but also had routines and procedures that remain consistent throughout the building. With all classrooms implementing Developmental Designs, time was spent reinforcing student expectations and desired outcomes. Professional Learning Community time for faculty members allowed staff to identify commonalities and plan accordingly. Creating a consistent school/learning environment provided students and teachers a way to measure growth and reflect on outcomes.

Looking forward, we will be focusing our School Improvement efforts on two specific goals:

- I. improve instruction and student learning while transitioning from the MA Frameworks to the Common Core Standards; and
- II. maintain and continue to cultivate an environment that is emotionally nurturing, developmentally appropriate and culturally sensitive.

With these goals in mind, all members of the WMS school community are working on the necessary adjustments to our curriculum and looking at ways to improve school culture to provide a climate that is stimulating, nurturing, safe and developmentally appropriate.

Daniel Roy
Principal
(through 6/30/13)

Noel Pixley
Principal
(as of 7/1/13)

MINNECHAUG REGIONAL HIGH SCHOOL (GRADES 9-12)

From **Principal Stephen M. Hale:** Minnechaug Regional High School (MRHS) continues to excel in the academic, social, and physical education of its students. The faculty and administration remain firmly committed to the school's mission of "providing a safe and academically challenging environment that promotes the growth and well-being of all community members as we become active world citizens who demonstrate integrity, responsibility and respect." The major goals of the School Improvement Plan developed by the School Council are: 1.) to integrate the Common Core State Standards (CCSS) to increase student participation in rigorous reading, writing, and researching specific to each area of the curriculum; 2.) to create a minimum of two common assessment tools in every course at Minnechaug, with at least one being a formative assessment designed to evaluate student learning progress and resulting in appropriate adjustments in instruction; and 3.) to create rubrics to provide meaningful, formative feedback on instructional practice to teachers from parents and students, using the MRHS Student Learning Expectations (SLEs), Standard 3 "Community and Family Engagement" of the Massachusetts Educator Evaluation System, and Standard 3, Instruction indicators from the New England Association of Schools as the guide.

The following reports from the various departments highlight just some of the many commendable educational activities at Minnechaug:

The **English Department** continued to offer rigorous, skills-based curriculum for freshmen and sophomores and a variety of rigorous courses for juniors and seniors in preparation for college and career. Highlights in the department included students participating in a summer reading project; exceptional MCAS scores, with a passing rate of 100%; involving the entire school community in arts and culture; students engaging in community service for select courses; Emeralds Literary Magazine winning national awards, including the "Silver" rating from Columbia Scholastic Press Association; and many students being honorably mentioned and awarded for

their writing on the local and national levels.

The **Fine Arts Department** had 225 students in the music program and 200 students in a variety of art classes. The band and choirs presented assemblies to the entire school body, performed evening concerts, and continued to play a central role in graduation ceremonies. The marching band presented a half-time show at a football game and marched in several local parades, including the Big E. Music students were selected by audition to the Western Massachusetts MMEA Senior District Festival, and several went on to audition for All-State. Band students took part in the Quabbin Valley Senior High Music Festival, two students were selected to the Plymouth University All-New England band and two took part in the UMASS honor band program. Three choir students were accepted to the American Choral Directors Massachusetts Honor Choir, and one of our seniors traveled to Nashville in October as the only Bari sax player accepted to the National Honors Jazz Band. Our bands participated in the Annual Jazz Showcase and took home the coveted "Espirit de Corps" Award. The music program continues to be highly visible in the community by performing for the Wilbraham Senior Center, the Rotary Club, and at Memorial Day ceremonies. The department held a "250th Anniversary Concert" featuring seven student groups as well as the Old Post Road Orchestra, Wilbraham Men's Chorus and Wilbraham Community Chorus, and the marching band led Wilbraham's 250th Anniversary Parade.

The **Foreign Language Department** teachers continually teach and prepare students to live and contribute to a global society through the study of Spanish, French, Latin, and Mandarin. Opportunities and resources are provided for students to learn, connect, and respect other people and cultures. The teachers are dedicated to the improvement and expansion of the learning of languages at different levels and frequently evaluate and revise curricula, assessments, lessons, activities, and teaching materials to reflect 21st century learning goals.

Our teachers regularly receive updated training in the use of the language laboratory in order to develop their technological skills and create innovative lessons. Students utilizing the language lab and the

(Continued on page 76)

technology are able to foster greater confidence while focusing on communication.

The department has two clubs - The French Club and the International Club with students' interest consistently increasing due to the field trips and guest speakers. We participated in the FACES Homestay program, allowing French high school students to join our student body for two exciting weeks. We celebrated National Foreign Language Week with activities that included our foreign language classes and the entire student body and staff in order to make everyone aware of the importance of studying foreign languages.

The **History and Social Science Department** continued to assist students in developing critical thinking skills through research, analysis of primary and secondary sources, and evaluation of events from various points of view in historical context. The department's resolve is to instill the importance of participating in civic literacy, while developing global awareness and effective communication and technology skills, which are vital in the 21st century for college and career readiness. The department hosted several guest speakers who provided first-hand accounts of various historical events and practices, including local veterans from Korea and Vietnam, a police officer, a former student who discussed the fields of psychology, and a psychology professor from a local college. Several classes participated in field trips to destinations such as Springfield Armory and the Armenian Museum, which enhanced the time period and materials studied. The department's clubs, Model Congress and Mock Law, saw a huge increase in membership and enjoyed much success.

Interscholastic Athletics: Minnechaug's student-athletes competed and excelled in 29 athletic offerings, and approached the 1,300 mark for participation over the three seasons. Our program continues to be one of the most competitive and comprehensive programs in Massachusetts. Our new field projects were completed with the construction of baseball, softball, lacrosse and soccer fields, plus our outstanding track and field facility. Community ser-

vice continues to be a foundation of all athletic teams. We strive to show our student athletes that athletics is a privilege and our athletes strive for excellence in the classroom and understand the importance of a well-rounded education. As always, we appreciate all the fans and parents for their support of Falcon Athletics!

The **Mathematics Department** remained actively involved with curriculum revisions and new lesson plans were developed to focus on the mathematical practice standards and make connections to new curricular topics. The department also worked to create new common final assessments in all courses and these assessments will allow data analysis to be performed on the results in order to provide valuable feedback to best meet the needs of students. All math courses challenge students while developing critical thinking and problem solving skills.

Department members continue to use technology to enrich classroom lessons and materials presentation. All mathematics classrooms have the newest TI-Nspire calculator technology that allows students to interact with the teacher and receive essential feedback through use of the calculator. Eno boards, projectors and document cameras allow for the presentation of online materials or computer software programs within the classroom and have become an integral part of everyday instruction. Four Advanced Placement BC Calculus students represented Minnechaug in the annual WPI Invitational Mathematics Meet and placed in the top third and our Mathletes team completed their season in ninth place. In our Advanced Placement Calculus and Statistics courses, all students who took the Advanced Placement exam earned a qualifying score to make them eligible to receive college credit.

The **Physical Education/Health Department** continues its strong working relationship with local colleges and universities by supervising undergraduate students during their practicum experience. The department promotes student learning expectations by implementing the skills necessary to maintain personal and community wellness. The department has also

developed new curriculum that includes yoga, cross country skiing, and fitness-gram testing. Another new course includes "Fit for Life," which is designed to introduce students to all areas of fitness while implementing a lifestyle conducive to good health and wellbeing. The course will provide an in-depth understanding of how a combination of nutrition and exercise can lead to better health and performance.

The **Science Department** continued to revisit and revise lessons, classroom activities, and assessment strategies to reflect 21st century learning goals and the four student learning expectations as defined by the Minnechaug faculty. This re-evaluation has resulted in a more technologically advanced department, with the inclusion of Vernier Probes in the lab setting. AP Environmental Science was introduced, which is the third AP course offered by the department. We have also begun working on District Determined Measures, which help to ensure continuity within each course offered. We are integrating common labs and projects that are graded using a common performance rubric. One team from the Wicked Advanced Biology Club entered the Region I Science Fair and placed third in the regional competition. As we move forward, the department remains dedicated to creating lessons that are multi-dimensional and take student knowledge and skills to a mastery level.

Student Activities hosted over 55 co-curricular student activity programs with 500 participants gaining experience in fundraising, community service, and academic competitions with state and national awards. Students donated over \$15,000 to local and national charities, provided over 5,000 hours of community service, held numerous food and clothing drives, provided over 250 hours of tutoring, and awarded over \$2,500 in scholarships. The department has seen success in the Peer Mentoring program for all freshman and transfer students, as well as the nationally-recognized Raising Student Voice and Participation (R.S.V.P) program, which provides our student body with the opportunity to create civic action plans to better our school, community, and world.

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The Student Council received the Massachusetts Association of Student Councils (MASC) Gold Council of Excellence Award, as well as the National Association of Student Councils (NASC) Gold Council of Excellence Award for the second consecutive year, and the 5-Star Award.

The **Business, Computer Science and Technology Education Department** enjoyed another productive year. The Graphics classes produced the Falcon Yearbook digitally with Adobe C.S.-6 software, which enhanced the process so production was more streamlined. Tech Design students had the opportunity to visit the Breakers in Newport to view architecture from the Gilded Age. Business students participated in the annual Junior Achievement Stock Market Challenge. The Management and Marketing classes hosted a Senior Citizen Prom, a 5k Road Race and attended the STCC Women's Leadership Conference. The Business Department introduced a new course, "E Commerce", and students sold new and used athletic apparel in cooperation with the Athletic Department. Computer Science initiated updating of development software in the computer lab by utilizing Microsoft Dreamspark, the AP course successfully recertified and students attended the Western New England University High School Programming Competition. Several of our students attended the Youth Education Series (YES) at Disney World and learned invaluable lessons from the behind-the-scenes activities and day-to-day operations of the resort.

The MRHS **Counseling Center** continued to offer a variety of programs to our students and their parents. Some of the community outreach services included an Orientation Program for eighth grade students and their parents, a College Night for juniors and their parents, a follow-up program for seniors and their parents, a College Financial Aid Night, and a reception for transfer students. We also hosted a College Fair for juniors and seniors with representatives from over 100 colleges and a Credit for Life Fair for seniors to learn about money management. Many students took online courses and many seniors took college courses through joint admission programs at local colleges. A Guidance Advisory Council was created and parents were invited to participate. The SAT Reasoning and Subject tests, ACT, PSAT, ASVAB and Advanced Placement exams

were all administered at Minnechaug. Our Internship program for seniors has grown to over 100 students each semester. Our School-to-Career Specialist and Guidance Counselors cover topics in developmental guidance classes such as transition to high school, career readiness, and the college application process. All our students now use a web-based tool, Naviance, to manage their research for colleges and careers, as well as process their college applications. Our five School Counselors, two Adjustment Counselors and one Alcohol, Tobacco and Other Drugs Counselor meet individually with students to assist in developing course schedules, making career and college choices and dealing with personal issues. All Counselors are members of S/TAT, our Student/Teacher Assistance Team, which is a prevention and early intervention program for students.

The **Family and Consumer Science Department** continued to offer hands-on learning experiences for high school students enrolled in the Child Study and Pre-school Management. The Minnechaug Child Development Center for preschool is open five mornings a week with 24 preschool students enrolled. The department also offered a Child Growth and Development class to freshmen and sophomores and Life Education to all Minnechaug students.

With the opening of the new state-of-the-art classroom, we offered the new Nutrition and Food Preparation for a Healthy Lifestyle course. The class is designed for students interested in developing healthy food habits, improving their general health and understanding the concepts of nutrition, including the fundamentals of food preparation and nutritious meal planning. Students will employ computer technology for nutrient analysis, prepare nutritious foods, research contemporary issues in nutrition and health, and record their progress in journal writing, podcasting or blogging. This course is designed to take place in both an instructional and laboratory setting.

Stephen M. Hale
Principal

ADULT COMMUNITY EDUCATION & RECREATION

The **Adult Community Education and Recreation Program**, "New Beginnings," provided diverse enrichment activities for all age groups in the community. Our new facility has sparked much interest and new opportunities. Our classes in I-pad, yoga, watercolor, ballroom dancing and lifeguarding continue to be popular. As always, we look for new classes to offer our adult population and will be adding to our course offerings next year. During construction, we were fortunate to have a great working relationship with the recreation departments to offer programming during the summer, and we will soon be resuming our own on-site summer programming for the younger population.

Mike Roy,
Director

HEALTH, SAFETY & STUDENT REPORT

S**CHOOL HEALTH SERVICES**
The HWRSD school nurses play a vital role in supporting a District priority: improving student learning and achievement. The school nurses support this goal in their daily work as they assist in the efforts to keep all students safe, healthy and ready to learn. Our nurses provide comprehensive school health services to all as they promote health and safety, intervene with actual and potential health problems, provide case management services, provide first aid and emergency care, manage students with complex health needs, monitor for immunization compliance, perform communicable disease surveillance, perform mandated health screenings, and provide health counseling and education.

The school nurses consult with our School Physician, who provides support to the District and the nurses to meet the needs of individual students and gives advice concerning matters relating to the health of the entire school population.

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During the school year, there were 46,101 student health encounters for nursing services. Nursing interventions assist students to remain in school, and our calculated return-to-class rate was 95.3%. The nursing staff administered 19,119 doses of medication to students, including asthma medication, psychotropics, anticonvulsants, antibiotics, analgesics, and other over-the-counter medications. School nurses performed 17,126 procedures for student assessment and treatment, such as blood glucose testing, carbohydrate/insulin calculation, auscultation of lungs, B/P measurement, and scoliosis brace care.

Several of our school nurses and school nurse substitutes belong to the Hampden-Wilbraham Medical Reserve Corps (MRC). The MRC unit is part of a local collaborative effort that is prepared to assist with small- and large-scale public health events and emergencies.

In collaboration with the Scantic Valley Regional Health Trust (SVRHT) and their Wellness Coordinator, several wellness programs were made available to HWRSD and town employees, including an employee health fair, incentivized health promotion programs, exercise and relaxation programs, incentives for completing health screenings, access to smoking cessation support and a Weight Watchers at Work Program. This year we also partnered with a local pharmacist to provide an on-site flu clinic at each school for district employees.

We are grateful to the members of the Wilbraham Women's Club who volunteer and assist us to complete mandated vision and hearing screenings. We also appreciate all the help we get from parents who assist us in administering the fluoride mouth rinse program for students in selected grades at Mile Tree, Stony Hill, Green Meadows and Soule Road schools.

Teri Brand, RN, BSN, NCSN
Nurse Leader

SAFE SCHOOLS/HEALTHY STUDENTS PROGRAM

The District's emphasis on health and safety is firmly established as one of the defining pillars of our vision for student success. Safe Schools/Healthy Students, initially the title of a federal grant awarded in the fall of 2009, has come to symbolize the District's unwavering commitment to

creating the best possible environment for our children to learn and grow, and engaging all sectors of the community in this shared goal.

In the fourth year of this five-year program, we continued with its major initiatives such as the implementation of the *Lifeskills* curriculum in grades 3-9 to reinforce substance abuse prevention efforts, and the *Responsive Classroom* and Advisory models to support school climate and positive behavior. Equally important has been the parallel emphasis on the systemic aspects of the program. In collaboration with our public safety personnel we reviewed emergency management procedures and have expanded training in risk assessment and critical incident response. District administrators, counselors, and health teachers are being trained to implement *Lifelines*, a comprehensive suicide and depression prevention curriculum that emphasizes resilience, problem-solving, and help-seeking skills. With the input of over 550 participants who shared their perspectives in a parent survey, we have launched a series of discussions on important topics such as social media, adolescent brain development, and drug and alcohol abuse prevention.

In tandem with the Safe Schools/Healthy Students initiative, our federally funded Elementary Counseling grant expanded a model of behavioral support corresponding to the academic components of the District's Multi-Tiered System of Support (MTSS) framework. Through the Elementary Counseling program, teachers have been trained to utilize a common system of screening and progress monitoring.

HWRSD's prevention efforts were highlighted in two articles published by the U.S. Substance Abuse and Mental Health Services Administration. We recognize that there is always more to be done to ensure that our students are educated in increasingly safer and more supportive school environments. Our schools and our communities are invested in positive outcomes for our children, thus we are continually seeking new resources and innovative strategies to keep our youth healthy and strong in the HWRSD.

Gina Kahn
Director

STUDENT SERVICES

Student Services is responsible for the coordination of all special education services for the District. Our commitment is to provide

a full range of interventions for students who demonstrate challenges in learning. In addition to special education teachers and educational inclusion paraprofessionals, Student Services utilizes school psychologists, speech/language pathologists, school adjustment counselors, physical therapists, an occupational therapist and assistant, and several consultants specializing in various areas of educational programming.

Initial interventions for our students begin with general education teachers who are able to provide a continuum of instructional accommodations to assist students with diverse learning styles. Each school has its own Student/Teacher Assistance Team (S/TAT), which is comprised of building professionals dedicated to enhancing the effectiveness of the learning process for each student. In the event that the interventions do not result in the anticipated improvements for the student, the S/TAT will make a referral for a special education evaluation in order to determine if there is an educational disability undermining the student's ability to make effective educational progress. As needed, specialized instruction, support services, and/or specific therapies may be recommended and provided to the student in the least restrictive environment determined.

As a District, we continue to develop and support special education programs within our schools to meet the unique needs of our learners. For all of our special education providers, we continue to investigate new research-based interventions that will provide further learning opportunities for our students, plus we conduct all required training prior to the implementation of new programs. With all interventions, we complete regular progress monitoring, assessments, and data collection in order to discern how individual students are developing, and to make recommendations to the teaching staff. Student progress is communicated through TEAM meetings and/or parent/guardian conference times. Our goal is to continue to seek and implement new and effective educational options for all students in the Hampden-Wilbraham Regional School District.

Debra L. Tobias, Ed.D
Director

HAMPDEN-WILBRAHAM REGIONAL SCHOOL COMMITTEE

Through May 2013

D. John McCarthy, Chairman
Lena Buteau
Marianne Desmond
Marc Ducey
Michelle Emirzian
Lisa Morace
Peter T. Salerno

As of May 2014

Peter T. Salerno, Chairman
Lena Buteau
Marc Ducey
Michelle Emirzian
Michael Mazzuca
D. John McCarthy
Lisa Morace

RETIREMENT DURING THE 2012-2013 SCHOOL YEAR

Sarah Algie	Minnechaug Regional High School
Marilyn Berrett	Thornton W. Burgess School
Barbara Bidwell	Wilbraham Middle School
Cheryl Canterbury	Minnechaug Regional High School
Therese Cohen	Mile Tree Elementary School
Dorothy Crowley	Wilbraham Middle School
Kathleen Disa	Green Meadows Elementary School
Raymond Drury	Minnechaug Regional High School
Nancy Dugre	Minnechaug Regional High School
Elizabeth Edgett	Wilbraham Middle School
Jennie Gerow	Wilbraham Middle School
Natalie Jurgen	Stony Hill Elementary School
Crystal Kofke	Wilbraham Middle School
Carolyn Lewis	Minnechaug Regional High School
Linda Mandolesi	Stony Hill School
Maureen McAleer	Stony Hill School
Diane Prendergast	Green Meadows Elementary School
Barbara Smith	Mile Tree Elementary School
Mary Taft	Thornton W. Burgess & Wilbraham Middle



(Above) 250th Anniversary Queen & Committee. From left to right: Patti Diotalevi, Helene Pickett, Diana Gerberich, Queen Regent Francesca Pafumi, James Diotalevi and James Diotalevi, Jr.



(Left) Opening of the Time Capsule revealed an 1963 Minnechaug Regional High School Year book held by Prof. Don Williams.

Photos courtesy of David Miles & Turley Publications.

RETIREMENT DURING THE 2012-2013 SCHOOL YEAR

Grade	2008-2009			2009-2010			2010-2011			2011-2012			2012-2013		
	H	W	T	H	W	T	H	W	T	H	W	T	H	W	T
K	49	179	228	50	156	206	44	144	188	37	152	189	39	142	181
1	46	141	187	50	179	229	47	154	201	41	147	188	46	156	199
2	71	158	229	53	152	205	49	180	229	46	159	205	40	155	195
3	72	186	258	74	159	233	51	150	201	50	180	230	46	160	206
4	63	199	262	76	193	269	70	157	227	51	156	207	53	186	239
5	69	194	263	67	200	267	73	202	275	75	160	235	50	156	206
6	69	199	268	70	195	265	66	193	259	72	207	279	75	159	234
7	65	215	280	70	210	280	69	187	256	66	192	258	69	207	276
8	70	220	290	65	215	280	68	205	273	66	187	253	70	188	258
9	77	245	322	71	236	307	67	233	300	75	216	291	72	203	275
10	65	220	285	76	225	301	64	219	283	69	225	294	69	216	285
11	67	204	271	67	217	284	76	216	292	66	216	282	69	224	293
12	61	191	252	67	198	265	60	212	272	75	211	286	67	215	282
Other			74			65			60			49			33
TOTAL	844	2551	3469	856	2535	3456	804	2452	3316	789	2408	3246	762	2367	3162

SCHOOL COUNCILS

The Hampden-Wilbraham Regional School District wishes to acknowledge the efforts of the School Councils and to thank them for volunteering their personal time to pursue a commitment to the education of young people. We would also like the community to recognize the services rendered by these parents and citizens:

Mile Tree Elementary School	Mary Beth Lanoie
Rosemary Brosnan, Principal	Rebecca Lewis
Patricia Colkos	Virginia McKeon
Marcia Jackson	Eric Panasci
Wendy Labbe	Damion Pisacane
Pamela Pearson	Warren Schoonover
Toni Wall	Amy Shank
Green Meadows Elementary School	Lori Trask
Deborah Thompson, Principal	Wilbraham Middle School
Kelly Closser	Daniel Roy, Principal
Nicole Ferrentino	Karen Anti
Nicole Fyntrilakis	David Boudreau
Christine Jackson	Andrea Cordis
Meaghan McCullough	Dan Handzel
Duane Mosier	Dinabeth Hokanson
Mary Persaud	Liane Kendall
Soule Road Elementary School	Louise Moore
Lisa Curtin, Principal	Kelly O'Malley
Linda DeMarey	Theresa Penna
Cathy Mahoney	Lisa Person
Marguerite Myers-Killeen	Minnechaug Regional High School
Anne Sleboda	Stephen Hale, Principal
Brian Tracy	Kurt Anderson
Stony Hill Elementary School	Cathy Belleville
Sherrill Caruana, Principal	Jamie Card
Laura Creanza	John Derosia
Christine Goonan	Dan Donovan
Cori-Lou & Jason Hanson	Nancy Hunt
Pam Haywood	Mary Beth Laliberte
Julie Kibbe	Tommy Mehlich
Jess Paris	Bill Metzger
Tracy Wietsma	Patty Murphy
Thornton W. Burgess Middle School	David Robinson
Noel Pixley, Principal	Jessica Roy
Mary Bianco	Alex Smith
Karen Burzdak	Nicky Smith
Lynn Byrnes	Lisa Vartanian

HAMPDEN-WILBRAHAM REGIONAL SCHOOL DISTRICT DIRECTORY

Central Office

M. Martin O'Shea, Superintendent of Schools
Beth L. Regulbuto, SBO, MCPPO, Assistant Superintendent for Business
Timothy W. Connor, Assistant Superintendent for Curriculum and Instruction
Debra L. Tobias, Ed.D., Director of Student Services
621 Main Street, Wilbraham, MA 01095 – (413) 596-3884
Office Hours: 7:00 a.m. to 4:00 p.m.

Green Meadows Elementary School (Grades Pre K – 4)

Deborah Thompson, Principal
38 North Road, Hampden, MA 01036 – (413) 566-3263
School Hours: 8:30 a.m. to 2:40 p.m.

Mile Tree Elementary School (Grades Pre K – 1)

Rosemary Brosnan, Principal
625 Main Street, Wilbraham, MA 01095 – (413) 596-6921
School Hours: 8:30 a.m. to 2:40 p.m.

Minnechaug Regional High School (Grades 9 –12)

Stephen Hale, Principal
621 Main Street, Wilbraham, MA 01095 – (413) 596-9011
School Hours: 7:35 a.m. to 2:05 p.m.

Soule Road Elementary School (Grades 4 – 5)

Lisa Curtin, Principal
300 Soule Road, Wilbraham, MA 01095 – (413) 596-9311
School Hours: 8:30 a.m. to 2:45 p.m.

Stony Hill School (Grades 2 – 3)

Sherrill Caruana, Principal
675 Stony Hill Road, Wilbraham, MA 01095 – (413) 599-1950
School Hours: 8:30 a.m. to 2:45 p.m.

Thornton W. Burgess Middle School (Grades 5 – 8)

Peter Dufresne, Principal
85 Wilbraham Road, Hampden, MA 01036 – (413) 566-8950
School Hours: 7:40 a.m. to 2:00 p.m.

Wilbraham Middle School (Grades 6 – 8)

Noel Pixley, Principal
466 Stony Hill Road, Wilbraham, MA 01095 – (413) 596-9061
School Hours: 7:40 a.m. to 2:00 p.m.

HWRSD Center for Health and Safety

Thornton W. Burgess Middle School
85 Wilbraham Road, Hampden, MA 01036 - (413) 566-5060
Office Hours: 8:00 a.m. to 4:00 p.m.

